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## Mayor's Office of Community Development

January 27, 2003

**CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT**

# FULL COMMITTEE MEETING

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

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## Monday, January 27, 2003

## 25 Van Ness Avenue

## Conference Room, 3rd Floor #330A

## 5:30 p.m. - 7:00 p.m.

## AGENDA

1. **Call to Order-Dan Sullivan**
2. **Director's Report- Roger Sanders**
3. **New Business/Old Business-Committee Members**
   - **Proposal Review**
   - **Sub-committee Review Schedule**
4. **Public Comment**
5. **Adjournment**

**NEXT MEETING DATE: February 17, 2003**

**The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call 252-3135 at least 72 hours**

**in advance. For speech/hearing impaired callers, please call TYY/TDD 252-3107. For information on MUNI routes, please call 673-6864.**

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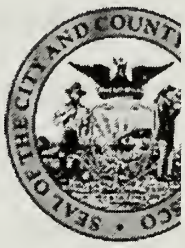
Mayor's Office of Community Development

January 27, 2003



## CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

Minutes

# FULL COMMITTEE MEETING MINUTES

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**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

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## Monday, January 27, 2003

## 25 Van Ness Avenue

## Conference Room, 3rd Floor #330A

## 5:30 p.m. - 7:00 p.m.

### Citizen Committee Members in Attendance

Alonzo Douglas

Daniel Sullivan

George Welch

Jerome Sayre [

Jerry Levine

Linda Cheu

Nancy Mayeda

Rene Cazenave

Vincent Chao

## MOCD Staff Members in Attendance

Roger Sanders, Director, MOCD

Anna Yee, Deputy Director, MOCD

Eugene Coleman, Special Projects Manager, MOCD

Rainey Matthews, Executive Assistant, MOCD

Jon Pon, Program Manager, Capital Grants Project

John Hudson, Finance Director

Mati Bates, Program Manager, Mayor's Office of Housing

Albert Lerma, Program Manager, Economic Development

Joe Lam, Program Manager, Public Services

1. **Call to Order-Dan Sullivan**

2. **Approval of 12/16 meeting minutes**

3. **Director's Report- Roger Sanders**

**· Mayor Brown approved the addition 3 new members to the Citizen's Committee on Community Development; Daniel Wong, Sr. Vice President J.P. Morgan Chase Bank, Richard Kempis, DDS, President South of Market Neighborhood Council, Linda Squires-Grohe, Dean, School of Health, City College of San Francisco.**

**· The names of two additional CCCD candidates will be submitted during the week of 1/27. If approved the board will consist of 15 members as required.**

**· The director attended the winter meeting of the National Community Development Association and his report is as follows:**

**1. Members of Congress and HUD staff provided overviews of the 2003 Federal budget. The HUD budget has not passed the House of Representatives.**

**2. There was a recommendation by both the Senate and the House to increase the formula grant for CDBG by $239 million this year.**

**3. HUD is moving towards a policy of seeking information from funded agencies that show that their programs are making a difference in the served communities. MOCD will have to be prepared to work within that framework.**

**4. HUD Information Management System: If the budget passes, the system will implemented which will allow MOCD to carry out a majority of its reporting functions, consolidated planning and other HUD related activity online.**

**5. New Market Tax Credit Program: The Clinton administration approved $15 billion in tax credits program for business development in low-income communities. It will similar to the low income-housing fund. There are 13 organizations in the Bay Area eligible to submit proposals for accessing money under this program. If the Economic Development organizations that are funded through MOCD are community development financial institutions, they are eligible to submit proposals also. The Bay Area Council of Governments has a structure in place for access these dollars also.**

4. **New Business/Old Business-Committee Members**

- **RFP Review Sub-Committee Assignments**
- **Sub-Committee Review Schedule**

**Community Facilities/Public Space**

***Jon Pon, Program Manager***

| **5:30 PM, MOCD Conference Room (Tuesday)** |
| --- |
| February 4, 2003, |
| February 11, 2003 |
| February 18, 2003 |
| February 25, 2003 |

Dan Sullivan Irina Litvak

Richard Kempis Linda Squires-Grohe

**Housing**

***Mati Bates, Program Manager***

**5:30 PM, Conference Room 600 (Tuesday)**

February 18, 2003

February 25, 2003

Linda Cheu, Chair Jerry Levine

Rene Cazenave Alonzo Douglas

Daniel Wong

**Public Services/ESG**

***Joe Lam, Program Manager***

**5:30 PM, MOCD Conference Room (Thursday)**

February 6, 2003: Canceled

February 13, 2003

February 20, 2003

February 27, 2003

Jerome Sayre, Chair Nancy Mayeda Linda Squire-Grohe

Rene Cazenave Linda Cheu Richard Kempis

Vincent Chao Dan Sullivan

**Management Planning / Administration**

***Anna Yee, Program Manager***

**12:00 PM, MOCD Conference Room (Monday)**

February 10, 2003 Canceled

March 3, 2003

Dan Sullivan, Chair

Jerry Levine
George Welch

**Community Economic Development**

***Al Lerma, Program Manager***

| |
|---|
| **5:30 PM, MOCD Conference Room (Mon &Wed)** |
| February 10, 2003 |
| February 12, 2003 |

Vincent Chao, Chair Daniel Wong

Jerome Sayre Irina Litvak

5. **Public Comment**

- **None**

6. **Adjournment**

## NEXT MEETING DATE: March 17, 2003

**The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call 252-3135 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD 252-3107. For information on MUNI routes, please call 673-6864.**

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# CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

## FULL COMMITTEE MEETING

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

**Monday, February 17, 2003**
**CANCELED**

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Next Meeting: March 17, 2003

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## CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

# FULL COMMITTEE MEETING

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

**Monday, March 17, 2003**
**25 Van Ness Avenue**
**Conference Room, 3rd Floor #330A**
**5:30 p.m. – 7:00 p.m.**

## AGENDA

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1. **Call to Order-Dan Sullivan**
- **Approval of 1/27 meeting minutes**
2. **Director's Report- Roger Sanders**
3. **New Business/Old Business-Committee Members**

- **Public Hearing (3/24/03, 5:30 PM City Hall)**
  - **Review of policy issues and suggestions made during the RFP sub-committee review process to be reviewed and discussed throughout the year:**
    1. **Timely use of resources by funded agencies**
    2. **Develop collaborative agreements between organizations.**
    3. **Assure that organizations are compliant in regards to the number of board members required to be considered for CDBG funding.**

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4. **Diversity of agency board members**
5. **ADA considerations and issues in regards to renting or purchasing commercial real estate by funded MOCD funded agencies.**
6. **Multi-year funding**

- **CDBG Breakfast/Rich Sorro Award ( April 23rd, 8:30AM-9:30AM, Culinary Academy, 625 Polk Street)-Gene Coleman**
- **3/31/03 Meeting for final recommendations (Closed Session), 5:30 P.M, 25 Van Ness Ave. Rm 330B.**
- **4/1/03 (TENTATIVE DATE) Meeting with the Mayor. Recommendations for final approval**

4. **Miscellaneous**
5. **Public Comment**
6. **Adjournment**

**NEXT MEETING DATE: April 21, 2003**

**The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call 252-3135 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD 252-3107. For information on MUNI routes, please call 673-6864.**

# Mayor's Office of Community Development

## March 17, 2003

CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT
FULL COMMITTEE MEETING MINUTES

Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:

Monday, March 17, 2003

25 Van Ness Avenue
Conference Room, 3rd Floor #330A
5:30 p.m. - 7:00 p.m.

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Citizen Committee Members in Attendance
Alonzo Douglas
Daniel Sullivan
George Welch
Jerome Sayre
Jerry Levine
Linda Cheu
Nancy Mayeda
Rene Cazenave
Vincent Chao
Richard Kempis
Zoanne Nordstrom
Linda Squires Grohe
Daniel Y.S. Wong
Tom Ruiz
Alexis Gonzales

MOCD Staff Members in Attendance
Roger Sanders, Director, MOCD
Anna Yee, Deputy Director, MOCD
Eugene Coleman, Special Projects Manager, MOCD
Rainey Matthews, Executive Assistant, MOCD
Jon Pon, Program Manager, Capital Grants Project, MOCD
John Hudson, Finance Director
Daryl Higashsi, Director, Mayor's Office of Housing

1. Call to Order-Dan Sullivan, Chair

2. Approval of 1/27 meeting minutes: Chair moved to approve 1/27 minutes. Minutes approved.

3. Director's Report- Roger Sanders

- Introduction of Department intern, Joanne Henry, who will work with the

Department for 3 months

4. Public Comment

· None

5. New Business/Old Business-Committee Members

· Request for Proposal Sub-Committee Reports and Approval:

CLOSE TO PUBLIC

6. Adjournment

NEXT MEETING DATE: April 21, 2003

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CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

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# FULL COMMITTEE MEETING

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

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**Monday, April 21, 2003**
**25 Van Ness Avenue**
**Conference Room, 6th Floor (Fishbowl)**
**5:30 p.m. – 7:00 p.m.**

## AGENDA

1. **Call to Order-Dan Sullivan**
2. **Approval of 3/17 meeting minutes**
3. **Director's Report- Roger Sanders**
   - **Update on the Budget Process**
4. **New Business/Old Business-Committee Members**

   - **Review of policy issues and suggestions made during the RFP sub-committee review process to be reviewed and discussed throughout the year:**
     1. **Timely use of resources by funded agencies**
     2. **Develop collaborative agreements between organizations.**
     3. **Assure that organizations are compliant in regards to the number of board members required to be considered for CDBG funding.**

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4. **Diversity of agency board members**
5. **ADA considerations and issues in regards to renting or purchasing commercial real estate by funded MOCD funded agencies.**
6. **Multi-year funding**

- **CDBG Breakfast (April 23rd, Check in 7:30 PM (8:30AM-9:30AM), Culinary Academy, 625 Polk Street)-Gene Coleman**

5. **Miscellaneous**
6. **Public Comment**
7. **Adjournment**

**NEXT MEETING DATE: May 19, 2003**

**The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call 252-3135 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD 252-3107. For information on MUNI routes, please call 673-6864.**

## Mayor's Office of Community Development

April 21, 2003

# CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

## FULL COMMITTEE MEETING MINUTES

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

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**Monday, April 21, 2003**

**25 Van Ness Avenue**

**Conference Room, 6th Floor (Fishbowl)**

**5:30 p.m. - 7:00 p.m.**

**Citizen Committee Members in Attendance**

Alexis Gonzales

Alonzo Douglas

Daniel Wong

George Welch

Jerome Sayre

Jerry Levine

Linda Squires-Grohe

Nancy Mayeda

Rene Cazenave

Tom Ruiz

Vincent Chao

Zoanne Nordstrom

## MOCD/MOH Staff Members in Attendance

Albert Lerma, Progam Manager MOCD

Anna Yee, Deputy Director MOCD

Gene Coleman, Special Project Manager, MOCD

Mati Bates, Program Manager, MOH

Daryl Higashi, Director MOH

Rainey J. Matthews Jr., Executive Assistant. MOCD

1. **Call to Order-Vincent Chao**

2.

3. **Approval of 3/17 meeting minutes**

4. **Director's Report- Anna Yee**

   - **Update on the Budget Process**

The CDBG Budget has been scheduled to go before the Board of Supervisor's Finance Committee April 30th 2003. An item number has not been assigned. Once one is assigned the Committee will be notified. In the past, the Chair of the Citizen Committee has been asked to appear, but all interested Committee members are encouraged to attend. Roger Sanders, Director and Anna Yee, Deputy Director are in the process of meeting with the members of the Board. Thus far, the majority of the Board Members are very supportive of MOCD"s current process.. The Supervisors have been made aware of the proposals which have come from their district and they have been made aware of the rejected proposals that may be problematic.

As a result of the public hearing, two requests for reconsideration were received. Fil-Am Council submitted a proposal for Public Services but within the same request there was also a request for capital that should have been in a separate proposal. Even after the further review, the proposal was not eligible due to the fact that it did not meet the criteria for capital funding.

Arab Cultural Center may go to the Board of Supervisor's Finance Committee and ask for additional reconsideration of their proposal. A

meeting was held between, Roger Sanders, Director, MOCD and Anna Yee, Deputy Director, MOCD and supervisor Fiona Ma. The Arab Cultural Center is in her district. She understands that they submitted a public services proposal to fund an ESL program. The program cannot be funded with public services dollars.

5. **New Business/Old Business-Committee Members**

**· Review of policy issues and suggestions made during the RFP sub-committee review process to be reviewed and discussed throughout the year:**

**1. Timely use of resources by funded agencies**

**2. Develop collaborative agreements between organizations.**

**3. Assure that organizations are compliant in regards to the number of board members required to be considered for CDBG funding.**

**4. Diversity of agency board members**

**5. ADA considerations and issues in regards to renting or purchasing commercial real estate by funded MOCD funded agencies.**

**6. Multi-year funding**

The Citizen's Committee decided to meet May 1, 2003 at 5:30 P.M. in order devise a framework for the discussion of the above mentioned issues in future CCCD meetings.

**· CDBG Breakfast (April 23rd, Check in 7:30 PM (8:30AM-9: 30AM), Culinary Academy, 625 Polk Street)-Gene Colema**

· Gene Coleman announced the recipient of this years Rich Sorro Award, Lee Soto, who was a member of Arribo Juntos for 33 years. The Mayor is scheduled to attend.

.

6. **Miscellaneous**

**· None**

7. **Public Comment**

· **None**

8. **Adjournment**

**Meeting adjourned at 6:30 P.M.**

**NEXT MEETING DATE: May 19, 2003**

**The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call 252-3135 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD 252-3107. For information on MUNI routes, please call 673-6864.**

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# CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

## FULL COMMITTEE MEETING

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

**Monday, May 19, 2003**
**25 Van Ness Avenue**
**Conference Room, 330A**
**5:30 p.m. – 7:00 p.m.**

## AGENDA

1. **Call to Order-Dan Sullivan**
2. **Approval of 4/21 meeting minutes**
3. **Director's Report- Roger Sanders**
4. **New Business/Old Business-Committee Members**
5. **CDBG Presentation-Roger Sanders/Anna Yee**
6. **Miscellaneous**
7. **Public Comment**
8. **Adjournment**

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**NEXT MEETING DATE: June 16, 2003**

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CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

# FULL COMMITTEE MEETING

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

**Monday, June 16, 2003**
**25 Van Ness Avenue**
**Conference Room, 330A**
**5:30 p.m. – 7:00 p.m.**

## AGENDA

1. **Call to Order-Dan Sullivan**
2. **Approval of 5/19 meeting minutes**
3. **Director's Report- Roger Sanders**
4. **New Business/Old Business-Committee Members**
   - **Program Manager's Report- Award Conditions/Quarterly Performance Reporting Format**
   - **Discussion:** ***Will the CCCD members meet in the various sub-committees and meet as a collective body in two months?***
5. **Miscellaneous**
6. **Public Comment**
7. **Adjournment**

**NEXT MEETING DATE: TBA**

25 Van Ness Avenue, Suite 700 San Francisco, CA 94102 (415) 252-3100 Fax (415) 252-3110

**The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call 252-3135 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD 252-3107. For information on MUNI routes, please call 673-6864.**

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# Mayor's Office of Community Development

## June 16, 2003

CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT
FULL COMMITTEE MEETING MINUTES

Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:

Monday, June 16, 2003
25 Van Ness Avenue
Conference Room, 3rd Floor, 330B

5:30 p.m. - 7:00 p.m.

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Citizen Committee Members in Attendance
Alexis Gonzales
Daniel Sullivan
Jerome Sayre
Jerry Levine
Linda Squires Grohe
Zoanne Nordstrom
Richard Kempis

MOCD/MOH Staff Members in Attendance
Roger Sanders, Director MOCD
Anna Yee, Deputy Director MOCD
Gene Coleman, Special Project Manager, MOCD
Rainey J. Matthews Jr., Executive Assistant. MOCD
Albert Lerma, Program Manager, Economic Development, MOCD
John Pon, Program Manager, Capital Projects, MOCD
Joseph Lam, Program Manager, Public Services, MOCD
Daryl Higashi, Director, Mayor's Office of Housing

1. Call to Order-Jerry Levine

2. Approve Minutes for 5/19 Meeting

3. Director's Report- Roger Sanders

The total number of committee members in attendance did not constitute a quorum. As a result no motion was made to accept the minutes.

Director's Report: Redirected Funds

When MOCD created the administrative budget the retirement contribution was included. This year the City negotiated agreements with 24 of the unions. The unions passed on the agreement with a MOU in which the employee would pick-up all of the retirement costs.

The money that was included in the budget for retirement contributions was put on reserve by the Board. Those funds have been re-directed by MOCD to the City Emergency Relief Fund. MOCD presented the action to the Board and it was passed

The Mayor's budget office was asked to find transitional housing or other projects for the dollars. The dollars were directed to the following agencies which were cut from general funds but are CDBG eligible:

- Young Community Developers
- Visitation Valley Jobs and Education & Training
- Huckleberry Youth Programs, OMI Youth Center
- Department of Public Works. *Please see attachment for more detail.*

The redirection of these dollars is a one-time action and will not appear as part of the program when the program is reviewed for next year. It comes from pooled monies so it will not be listed as a line item in the program.

4. New Business/Old Business-Committee Members

Under old business, each MOCD program manager present a report on the status of conditions that were imposed upon various agencies approved for funding. The agencies and current status are listed below:

Conditions and Status For FY 2003

Albert Lerma: Economic Development

Agency: Community Vocational Enterprises

Offers job training, placement and support services to individuals with psychiatric disabilities through janitorial company.

Grant Amount: $41,500.00

Conditions:

Conditional on program performance for the remainder of program year 2002-2003: CVE must meet 80% of current contract work-plan goals by June 2003. If CVE does not meet the above conditions by June 2003, MOCD will enter into only a six -month contract with the agency. At the end of the six-month period, MOCD will review program performance. MOCD reserves the right to revise and/or reduce the grant amount if it determines that WISE is not making progress toward accomplishing work-plan goals.

Status/update on Conditions

The agency will be reviewed and evaluated mid-July.

Albert Lerma: Micro-Enterprise Assistance

Agency: Women's Initiative for Self-Employment

Provides bi-lingual/mono-lingual micro-enterprise training, technical assistance and financing to low-income women.

Grant Amount: $125,000.00

Conditions

s

WISE must meet 80% of current contract work-plan goals by June 2003. If WISE does not meet the above conditions by June 2003, MOCD will enter into only a six -month contract with the agency. At the end of the six-month period, MOCD will review program performance. MOCD reserves the right to revise and/or reduce the grant amount if it determines that WISE is not making progress toward accomplishing work-plan goals.

Status/update on Conditions

The agency will be reviewed and evaluated mid-July.

Anna Yee: Management Planning and Administration

Agency: Chinese For Affirmative Action

Funding to support neighborhood planning and capacity building activities

Grant Amount: $10,000.00

Conditions:

Prior to entering in to contract, work-plan activities must be negotiated with MOCD so that they meet planning and capacity building eligibility criteria

Status/Update on Conditions

Work plan will focus on neighborhood planning and capacity building activities with year-end report on "state of the neighborhood".

Agency: Chinese Newcomers Service Center

Funding to support neighborhood planning and capacity building activities

Grant Amount: $10,000.00

Conditions:

Prior to entering in to contract, work0-plan activities must be negotiated with MOCD so that they meet Planning and Capacity Building eligibility criteria

Status/Update on Conditions

Work plan will focus on neighborhood planning and capacity building activities with year end report on "state of the neighborhood".

Agency: Geneva Valley Development Corporation

Funding to support neighborhood planning and capacity building activities.

Grant Amount: $20,000.00

Conditions:

Prior to entering into contract, work plan activities must be negotiated with MOCD to meet planning and capacity building eligibility criteria.

Status/update on conditions

Work plan will focus on neighborhood planning and capacity building activities with year-end report on "state of the neighborhood."

Agency: Haight -Ashbury Food Program

Funding to support neighborhood planning and capacity building

Grant Amount: $15,000.00

Conditions:

Prior to entering into contract, work plan activities must be negotiated with MOCD to meet planning and capacity building eligibility criteria.

Status/Update on Conditions:

Work plan will focus on neighborhood planning and capacity building activities with year-end report on "state of the neighborhood".

Agency: Life Frames, Inc.

Develop a plan for community outreach, and a plan for a community mentors and natural resources training program for the OMI/Excelsior Living Library & Think Park, an urban area that is transformed into a community-learning environment based on the area's human, ecological, economic, historical, technological and aesthetical significance.

Grant Amounts $15,000.00

Conditions:

Because this would be the third cycle of funding to Life Frames for planning activities, a condition for this round of funding is that this would be the last time

Status/Update on Conditions:

Agency Informed

Agency: Mission Neighborhood Centers

Funding to support neighborhood planning and capacity building.

Grant Amount: $20,000.00

Conditions:

Prior to entering into contract, work plan activities must be negotiated with MOCD to meet planning and capacity building eligibility criteria.

Status/Update on Conditions:

Work plan will focus on neighborhood planning and capacity building activities with year-end report on "state of the neighborhood".

Agency: Portola Family Connections

Funding to support neighborhood planning and capacity building

Grant Amount: $20,000.00

Conditions:

Prior to entering into contract, work plan activities must be negotiated with MOCD to meet planning and capacity building eligibility criteria.

Status/Update on Conditions:

Work plan will focus on neighborhood planning and capacity building activities with year-end report on "state of the neighborhood".

Agency: Sunset District Community Development Corporation

Funding to support neighborhood planning and capacity building.

Grant Amount: $20,000.00

Conditions:

Prior to entering into contract, work plan activities must be negotiated with MOCD to meet planning and capacity building eligibility criteria.

Status/update on Conditions:

Work plan will focus on neighborhood planning and capacity building activities with year end report on "state of the neighborhood".

Agency: Telegraph Hill Neighborhood Center

Funding to support neighborhood planning and capacity building.

Grant Amount: $20,000.00

Conditions:

Prior to entering into contract, work plan activities must be negotiated with MOCD to meet planning and capacity building eligibility criteria.

Status/Update on Conditions:

Work plan will focus on neighborhood planning and capacity building activities with year-end report on "state of the neighborhood".

Agency: Visitation Valley JET

1. Develop a three -year strategic plan
2. Board development/training
3. Executive Director coaching

Grant Amount: $8,000.00

Conditions:

CCCD noted that VVJET'S By-Laws require 7 board members and its Board currently only has 5 members. A funding condition is that VVJET have the required number of members.

Status/update on Conditions:

Condition satisfied; updated list of Board members to be mailed and included in file.

Joe Lam: Public Services

Agency: Arab Cultural Center

Provide basic counseling, case-management and life skills training to Arab immigrant men and women.

Grant Amount: $50,000.00

Conditions:

ACC will set up program on site with SFUSD and/or City College and then serve at least 60 adult/youth clients (ages 17-25)

Status/update on Conditions:

ACC signed off on the condition letter. They plan to outreach to

SFUSD and City College of SF for case management services. MOCD will condition the agency to enter into MOU with either entities to fulfill this requirement.

Agency: Asian Pacific American Community Center

Provide information and referral services in collaboration with other service providers in the Visitation Valley and Bayview Hunter's Point District for Asian immigrants.

Grant Amount: $60,000.00

Conditions:

APACC has to leverage $15,000.00 of non-CDBG funding by March 2004.

Status/update on Conditions:

APACC is throwing a fundraiser on June 20, 2003 in an effort to satisfy the condition that has been placed on them.

Agency: Hunter's Point Community Youth Park Foundation

Provide after school educational recreational and summer program with nutritional support to public housing youths.

Grant Amount: $125,000.00

Conditions:

Agency needs to meet contract requirement of having at least 7 active Board members by June 30, 2003. Agency must provide a satisfactory plan to MOCD of current leadership transition and how the agency will provide service to 200 children and youth in contracted services in the 2003-04-contract year by May 15, 2003. The service plan must be approved by MOCD by June 15, 2003, before entering into this new contract.

Status/update on Conditions:

HPCYP has submitted transition plan, signed MOU with program partner and new list Board members meeting MOCD conditions.

Agency: John W. King Senior Center

Provide frail/disabled seniors with transportation and support to medical appointments, adult day care, and nutrition sites

Grant Amount: $125,000.00

Conditions:

JWKSC will serve a minimum of 800 clients and complete a total of 5,000 round-trip rides annually for those clients. Projected cost for each round-trip ride should be at least comparable to a taxi fare at $25.00. JWKSC will be reviewed on a quarterly basis for performance allowing for a 10% variance. If at any quarterly review the above performance goals are not met, JWKSC will be put on probation. If in any subsequent quarterly review shows that agency is still not performing, contract will be suspended.

Status/update on Conditions:

JWKSC "signed off" on the condition letter and has served 884 clients and already exceeded 5,000 round-trip rides (8,559). Each round-trip ride does not exceed $20.

Agency: Milestones Human Services, Inc.

Provide job retention services, including mentoring/job readiness services to persons coming out of the criminal justice system.

Grant Amount: $44,500.00

Conditions:

6/16/03 Agency must submit evidence that they have resolved the pending foreclosure of their building due to the default of their $2.7 million mortgage loan before entering into contract with MOCD.

Status/update on Conditions:

Agency has taken protective action to prevent foreclosure of their property.

Agency: OPNET Community Ventures, Inc.

Provide multi-media job readiness training, internship, job placement and support services to young adults.

Grant Amount: $50,000.00

Conditions:

OPNET needs to recruit more board members to reflect MOCD required guidelines of 7 (minimum) active members with majority members living in SF. Agency needs to explore new strategies to increase placements of trainees in the technology industry.

Status/update on Conditions:

Agency "signed off" on the condition letter. OPNET is recruiting and screening individuals for the Board. By September 1, 2003 Agency will comply with the guidelines of 7 active board members. Agency is also exploring new strategies to increase placements in the technology industry. MOCD will not enter into contract until conditions are met.

Agency: Vietnamese Community Center of San Francisco

Provide vocational training, referrals and placement services to low-income Vietnamese young adults.

Grant Amount: $50,000.00

Conditions:

VCC places 13 eligible clients for jobs by June 30, 2003 prior to entering into a new contract with MOCD.

Status/update on Conditions:

Agency signed off on the condition letter. As of May 30, 2003, VCC has placed 14 clients.

Agency: West Bay Pilipino Multi-Service Corporation

Provide pre-employment training, academic tutoring and recreational services to youth and young adults (ages 14-25)

Grant Amount: $60,000.00

Conditions:

WBPMSC will use no more than 20 % of increased funding for rental. In addition, new dollars will solely support the work of the young adult clients (ages 18-25). None of these funds will be used for COLAs.

Status/update on Conditions:

West Bay "signed off" on the condition letter and has complied with all of the conditions.

Agency: Whitney Young Child Development Center

Provide night and evening computer training classes to 100 clients in the Bayview Hunters Point area, in conjunction with childcare availability

Grant Amount: $40,000.00

Conditions:

Whitney Young Child Development Center should have in place before June 30, 2003 the following: 1) A sign-in sheet for individuals using the computer lab; and 2) All required documents in place for MOCD staff to review during site visits as well as submitting monthly required documents to MOCD on a timely basis.

Status/update on Conditions:

Agency has developed and submitted a Sign-In Sheet for the computer lab as well as sign the MOCD conditions form; required documents have been submitted on a timely basis.

Agency: Samoan Community Development Center

Provide employment, case management and advocacy services to Pacific Islanders.

Grant Amount: $60,000.00

Condition:

SCDC will target high-risk youth and young adults (ages 17-25) in public housing and high schools, using a case management model. This is in addition to the populations SCDC already serves.

Status/update on Conditions:

SCDC "signed off" on the condition letter and plans to target this population and is looking into how other organizations are doing outreach

Concluding Remarks

Roger Sanders: "During the sub-committee meetings we will share our Operating Procedures Manual. In the manual you will see that we have placed conditions on agencies in order to receive funding. The manual will also offer discuss the how MOCD manages the over site of grants."

The Citizen's Committee sub-committees:

- Community Facilities/Public Space
- Housing
- Public Services/ESG
- Management Planning/Administration
- Community Economic Development

Will meet separately in July to discuss and review current policy. In August the Citizen's Committee will meet as a full body in August.

Public Comment

- None

Adjourn

- Meeting adjourned 6:45 P.M.

NEXT MEETING DATE: August 18, 2003

and required documents have been .The meeting room is wheel chair accessible. If you need translation services, a sign language submitted on a timely basis interpreter, or any other accommodations, please call 252-3135 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD 252-3107. For information on MUNI routes, please call 673-6864.

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CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

# FULL COMMITTEE MEETING

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

**Monday, August 18, 2003**
**25 Van Ness Avenue**
**Conference Room, 330B**
**5:30 p.m. – 7:30 p.m.**

## AGENDA

1. Call to Order-Dan Sullivan
2. Approval of 5/19& 6/16 meeting minutes
3. Director's Report- Roger Sanders
4. New Business/Old Business-Committee Members
   - Sub-Committee Reports
   - Community Facilities/Public Space-Linda Squires-Grohe, Chair
   - Housing-Linda Cheu, Chair
   - Public Services-Management Planning/Administration-Dan Sullivan, Chair
   - Community Economic Development-Vincent Chao, Chair
5. Miscellaneous
6. Public Comment
7. Adjournment

25 Van Ness Avenue, Suite 700 San Francisco, CA 94102 (415) 252-3100 Fax (415) 252-3110

# Mayor's Office of Community Development

## August 18, 2003

CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT
FULL COMMITTEE MEETING MINUTES

Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:

Monday, August 18, 2003
25 Van Ness Avenue
Conference Room, 330B

5:30 p.m. - 7:30 p.m.

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Citizen Committee Members in Attendance
Alexis Gonzales
Daniel Sullivan
Jerome Sayre
Jerry Levine
Linda Squires Grohe
Zoanne Nordstrom
Richard Kempis
George Welch
Vincent Chao
Tom Ruiz
Nancy Mayeda
Rene Cazenave

MOCD/MOH Staff Members in Attendance
Roger Sanders, Director MOCD
Daryl Higashi, Director, Mayor's Office of Housing
Mati Bates, Special Projects Manager, Housing
Anna Yee, Deputy Director MOCD
Gene Coleman, Special Project Manager, MOCD
Rainey J. Matthews Jr., Executive Assistant. MOCD
Albert Lerma, Program Manager, Economic Development, MOCD
Jon Pon, Program Manager, Capital Grants, MOCD

AGENDA

1. Call to Order-Dan Sullivan

2. Approval of 5/19& 6/16 meeting minutes

3. Director's Report- Roger Sanders

· The Director reported on the current state of the RFP for the Arab Cultural Center that is still not in compliance with City policy and thus has not received further

processing or funding.

· The Director indicated that as the Citizen's Committee becomes more engaged in the funding process and are provided more information, they are beginning to see the work which takes place after the decisions to fund an organization have been made.

· MOCD has created an infrastructure that basically provides training to non-profits that makes them more successful when applying for federal grants and other awards. If non-profits can successfully meet MOCD compliance standards, they can generally meet any standard for state or federal funding.

· MOCD has been meeting with a number of City departments to discuss the development and funding of multi-purpose neighborhood centers for each district in order to provide services in the various district neighborhoods. If MOCD can get funding and city departmental support for the building of multipurpose neighborhood services, it would insure the delivery of services in many of San Francisco's underserved neighborhoods.

· The proposal for the multipurpose centers is being moved through HUD. Mayor Brown has signed off on the concept.

· The mission of this entire project is to build a multipurpose neighborhood center in each district.

4. New Business/Old Business-Committee Members

· Sub-Committee Reports

· Community Facilities/Public Space-Linda Squires-Grohe, Chair

o The committee agreed that there need s to be further discussion and policy language developed around time limitations of capital (construction) projects and exceptions.

· Housing-Linda Cheu, Chair

o Linda Cheu was not in attendance. Rene Cazenave spoke on her behalf.

o The housing committee has been reviewing the criteria for housing for the past three years and sees no need for changes at this time.

· Public Services-Jerome Sayre, Chair

o Jerome Sayre has resigned and Joe Lam, Public Services manager spoke on behalf of the Public Services Committee.

o The PS committee met in July to review the criteria that they have been operating under for the past 2 to 3 years. Special attention was given to multi-year funding that was set forth by the CCCD 2 years ago.

o The Citizen's Committee came up with a strategy to look at more equity in distribution of funds. Public Services reduced the grant ceiling to $125,000.00.

o In an effort of reduce processing and paperwork, some of the best agencies were placed in multiyear funding.

o Currently there has to be more discussion about in regards to providing adequate funding to those good agencies who has completed the multiyear funding cycle and must resubmit.

· Community Economic Development-Vincent Chao, Chair

o No changes to current criteria

· Management Planning/Administration

o The committee reviewed and discussed decision-making policy around the allocation of pool dollars and CCCD's participation in the decision making process in regards to the allocation of those dollars. Most planning grant requests are usually made following the RFP period.

5. Miscellaneous

6. Public Comment

7. Adjournment

NEXT MEETING DATE: September 15, 2003

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## CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

# FULL COMMITTEE MEETING

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

**Monday, September 15, 2003**
**25 Van Ness Avenue**
**Conference Room, 330B**
**6:00 p.m. – 7:00 p.m.**

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## AGENDA

1. Call to Order-Dan Sullivan
2. Approval of 8/18 meeting minutes
3. Director's Report- Roger Sanders
4. New Business/Old Business-Committee Members
   - Section 108 Multi-Service Center Application
   - Sub-Committee Reports
5. Miscellaneous
6. Public Comment
7. Adjournment

**NEXT MEETING DATE: TBA**

The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call 252-3135 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD 252-3107. For information on MUNI routes, please call 673-6864.

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# Mayor's Office of Community Development

## September 15, 2003

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

**Monday, September 15, 2003**
**25 Van Ness Avenue**
**Conference Room, 330B**
**6:00 p.m. - 7:30 p.m.**

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**Citizen Committee Members in Attendance**
Alexis Gonzales
Daniel Sullivan
Linda Squires Grohe
Zoanne Nordstrom
Richard Kempis
George Welch
Vincent Chao
Rene Cazenave

**MOCD/MOH Staff Members in Attendance**
Roger Sanders, Director MOCD
Rainey J. Matthews Jr., Executive Assistant. MOCD
Jon Pon, Program Manager, Capital Grants, MOCD

**AGENDA**
1. **Call to Order-Dan Sullivan**
2. **Approval of 8/15 meeting minutes**
3. **Director's Report- Roger Sanders**

The Director reviewed and compared coded maps showing low to moderate income neighborhoods in San Francisco based on 1990 and 2000 census data. The data shows that districts 11 and 1 are now heavily populated by low to moderate income families that are in serious need of services, making the districts a funding priority for MOCD

In the past MOCD could not provide loans for façade Improvements or other programs in the Outer Mission because it did not meet the HUD requirements. Now because of the new census information, MOCD can provide and offer loans for businesses and façade improvements.

The Director reviewed and discussed a summary of MOCD'S performance to date.

Discussion and explanation of the Office of Management and Budget's new guidelines and categories surrounding the collection of ethnic and racial information as well as changes in various racial categories.

SIDEBAR: In the event that Proposition 54 passes, MOCD will still collect racial information per federal requirements.Federal Law supercedes State law in this regard.

4. **New Business/Old Business-Committee Members**

**Online RFP**

Agencies applying for funding for 2003-2004 will be required to submit the Request For Proposal (RFP) via Internet.

- Non-profits requesting funding from MOCD or MOH will be required to submit

documents showing that they are a 501C3.

- Agencies that are currently funded will be given a password to enter information directly on to the online RFP.
- The online RFP should be ready for beta testing by the end of October & should be ready for the RFP process in December
- The CCCD will be able to review RFP's online.
- By moving to an online RFP process, MOCD will be able to streamline the RFP process and free staff resources.
- MOCD will also be developing capacity to eliminate paper as well as moving to electronic reporting and requests for reimbursements.

**Section 108**

- Currently MOCD has access to section 108 loan funds which must be expended within the next 11 years. MOCD would like to use those dollars for the development of Multipurpose Centers in low income neighborhoods in San Francisco.
- The vision of Multi purpose Neighborhood Centers is not only that of MOCD but of a collection of City human services departments.

5. **Miscellaneous**
6. **Public Comment**
7. **Adjournment**

**NEXT MEETING DATE: November 17, 2003**
**The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call 252-3135 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD 252-3107. For information on MUNI routes, please call 673-6864.**

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CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

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# FULL COMMITTEE MEETING

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

**Monday, November 17, 2003**
**25 Van Ness Avenue**
**Conference Room, 330A**
**5:30 p.m. – 7:30 p.m.**

## AGENDA

1. **Call to Order-Dan Sullivan**
2. **Approval of 9/15 meeting minutes**
3. **Director's Report- Roger Sanders**
4. **New Business/Old Business-Committee Members**
   - **Needs Hearing Report**
   - **Review RFP Schedule**
   - **MOCD Holiday Party**
5. **Miscellaneous**
6. **Public Comment**
7. **Adjournment**

**NEXT MEETING DATE: January 26, 2004**

**The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call 252-3135 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD 252-3107. For information on MUNI routes, please call 673-6864.**

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# Mayor's Office of Community Development

## November 17, 2003 (Amended)

Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:

Monday, November 17, 2003

25 Van Ness Avenue

Conference Room, 330A

5:30 p.m. - 7:30 p.m.

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Attendees:

Committee Members: Alexis Gonzales, Daniel Sullivan, Daniel Wong, George Welch, Jerry Levine, Linda Cheu, Linda Squires-Grohe, Richard Kempis, Tom Ruiz, Zoanne Nordstrom

Staff: Roger Sanders, Director MOCD

Anna Yee, Deputy Director

Jon Pon, Program Manager, Capital Projects

Mati Bates, Program Manager, Housing

Rainey Matthews, Executive Assistant

- 1. Call to Order-Dan Sullivan
- 2. Approval of 9/15 meeting minutes
- Motion to accept the 9/15/03 minutes made; motion 2nd and carried

unanimously

- 3. Director's Report- Roger Sanders
- Director's report combined with New Business
- 4. New Business/Old Business-Committee Members/Staff
- Needs Hearing Report: Needs hearings have been digitized and placed on the MOCD website, www.sfgov.org/mocd. Please note that the transcripts for the needs hearings are sent to HUD along with the Action Plan
- Online RFP
- -We are currently re-writing the overview of the online RFP to reflect the unique questions associated with each program area.
- The RFP is scheduled to be available by the end of November for review by the Citizen's Committee.
- MOCD plans to e-mail the currently funded agencies as well as publicly post a notification of a change of process. We will set up currently funded agency accounts so that they will not have to request an account or password. New agencies will have to submit:
    - i. List of current Board of Directors
    - ii. IRS 501(c)3 Letter of Determination
    - iii. Articles of Incorporation
    - iv. By-laws
    - v. Agency Information Management Form

in order to request an account number and password from MOCD.

MOCD notified HUD about the change in process. HUD will also have access to the online process in order to review it. HUD as well as MOCD is very excited about this new process. MOCD San Francisco, is the first government agency in the country to have an online process of this nature.

It was also noted that the online RFP was envisioned during Mayor Brown's administration.

The RFP will be available for completion starting December 21, 2003 and ending 11:59PM January 21, 2004.

Technical workshops will be held 2 weeks after the availability of the RFP.

- 2003-04 SLUG Allocations Reassignment-Jon Pon
- The Citizen's Committee was asked to support MOCD's decision to re-allocate 2003-2004 CDBG funds from San Francisco League of Urban Gardeners to another non-profit agency if SLUG is unable to satisfy the OMB requirements and demonstrate the capacity to complete three 2003-2004 projects( Rec & Park Site, DPW, Public Housing Project) by June 30, 2004).
- The motion was moved, 2nd and carried by the Citizen's Committee. The attached correspondence was sent to the executive director of SLUG.
- MOCD Holiday Party: 12/19, 12:00 PM, Culinary Academy, $24.74
- 5. Miscellaneous
- None
- 6. Public Comment
- None
- 7. Adjournment

NEXT MEETING DATE: January 26, 2004

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1-27-04; 4:32AM;

To: Tony Ochoa
From MOCD
557-4478

## CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

# FULL COMMITTEE MEETING

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26/04

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

**Monday, January 26, 2004**
**25 Van Ness Avenue**
**Conference Room, 330A**
**5:30 p.m. – 7:30 p.m.**

## AGENDA

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1. **Call to Order-Dan Sullivan**
2. **Approval of 11/17/03 meeting minutes**
3. **Director's Report- Roger Sanders**
4. **New Business/Old Business-Committee Members/Staff**
   - **Proposal Review**
   - **Periodic *(Program Area)* Reports**
   - **Review RFP Schedule**
5. **Miscellaneous**
6. **Public Comment**
7. **Adjournment**

**NEXT MEETING DATE: TBD**

**The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call 252-3135 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD 252-3107. For information on MUNI routes, please call 673-6864.**

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# Mayor's Office of Community Development

## January 26, 2004

Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:

Monday, January 26, 2004

25 Van Ness Avenue

Conference Room, 330A

5:30 p.m. - 7:30 p.m.

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ATTENDEES:

Committee Members: Alexis Gonzales, Jerry Levine, Linda Cheu, Linda Squires-Grohe, Rene Cazenave, Richard Kempis, Tom Ruiz, Vincent Chao, Zoanne Nordstrom

Staff: Roger Sanders, Director, MOCD

Anna Yee, Deputy Director

Eugene Coleman, Manager, Special Projects

Jon Pon, Program Manager, Capital Projects

Rainey Matthews, Executive Assistant

- 1. Call to Order-Dan Sullivan
- 2. Approval of 11/17/03 meeting minutes

Alexis Gonzales moved to accept the minutes contingent upon the inclusion of the CCCD members who attended.

- 3. **Director's Report- Roger Sanders**
- Roger Sanders during his meeting with Mayor Newsom requested that the current Community Development Committee members be reappointed; an appointment decision will probably be made in 1 to 2 months.
- 4. **New Business/Old Business-Committee Members/Staff**
- **Proposal Review**
    - The online RFP project was successful. The agencies were generally pleased with the new process. MOCD staff was on duty up until midnight assisting agencies with a variety of technical issues.
    - 245 Proposals were submitted.
    - CCCD members will be able to review proposals online. CCCD members decided against introductory training.
    - CCCD members will have to submit a user agreement in order to be issued a user ID and password for access to assigned proposals.
        - Public Services
- **Periodic *(Program Area)* Reports**
    - Review of program area agency performance reports. In the coming months each program area will generate an agency report that will be presented to the Citizen's Committee.
- **Review RFP Schedule**
    - Agencies who submitted RFP's have until 1/30/04 to submit any supporting documentation.
    - Staff review of submitted RFP's is slated to begin 1/28/04
    - Sub-Committee Assignments:

Vincent Chao, Chair

Zoanne Nordstrom

Alexis Gonzales

- Economic Development
    - Daniel Wong, Chair
- Community Facilities/Public Space
    - Tom Ruiz
- 5. **Miscellaneous**
- None
- 6. **Public Comment**
- None
- 7. **Adjournment**
- 7:15 P.M.

**NEXT MEETING DATE: Monday, March 15, 2004**

**The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call 252-3135 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD 252-3107. For information on MUNI routes, please call 673-6864.**

TTOO: Terry Oehler
557-4475

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## CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

# FULL COMMITTEE MEETING

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

18.5
15/04

**Monday, March 15, 2004**
**25 Van Ness Avenue**
**Conference Room, 330A**
**5:30 p.m. – 7:30 p.m.**

## AGENDA

1. **Call to Order-Dan Sullivan**
2. **Approval of 11/17/03& 1/26/04 meeting minutes**
3. **Director's Report- Roger Sanders**
4. **New Business/Old Business-Committee Members/Staff**
   - **RFP Recommendations**
   - **Review RFP Schedule**
5. **Miscellaneous**
6. **Public Comment**
7. **Adjournment**

NEXT MEETING DATE: *Tentative*: April 19, 2004

**The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call 252-3135 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD 252-3107. For information on MUNI routes, please call 673-6864.**

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ATTN: TERRY Oehler
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## CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

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# FULL COMMITTEE MEETING

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

**Monday, April 19, 2004**
**25 Van Ness Avenue**
**City Hall, Room 278 Conference Room**
**5:30 p.m. – 7:30 p.m.**

## AGENDA

1. Call to Order-Dan Sullivan
2. Approval of 3/15 minutes.
3. Director's Report- Dwayne Jones
4. New Business/Old Business-Committee Members/Staff
   - POSSIBLE ACTION ITEMS
     - San Francisco Chamber
     - Review of Preliminary Recommendation
5. Miscellaneous
6. Public Comment
7. Adjournment

**NEXT MEETING DATE: May 17, 2004**

The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call 252-3135 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD 252-3107. For information on MUNI routes, please call 673-6864.

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557-4400

CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

# FULL COMMITTEE MEETING

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

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12/8/04

**Monday, June 28, 2004**
**25 Van Ness Avenue**
**Conference Room 330A**
**5:30 p.m. – 7:30 p.m.**

## AGENDA

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1. **Call to Order-Dan Sullivan**
2. **Approval of 4/19 minutes.**
3. **Director's Report- Dwayne Jones**
   - *Project Connect*
   - *Mayor's Anti-Gang Intervetion Strategy*
4. **New Business/Old Business-Committee Members/Staff**
   - *Letter of Appreciation to Roger Sanders*
   - *ESG- Joe Lam*
   - *Planning –Anna Yee*
   - *Economic Development-Al Lerma*
5. **Miscellaneous**
6. **Public Comment**
7. **Adjournment**

**NEXT MEETING DATE: September 20, 2004**

**The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call 252-3135 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD 252-3107. For information on MUNI routes, please call 673-6864.**

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## CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

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# FULL COMMITTEE MEETING

78.5
1
/18/04

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

**Wednesday, August 18, 2004**
**25 Van Ness Avenue**
**Conference Room 330B**
**5:30 p.m. – 7:30 p.m.**

## AGENDA

1. **Call to Order-Dan Sullivan**
2. **Approval of 4/19 amended minutes to include attendees.**
3. **Approval of the 6/28 Minutes**
4. **New Business/Old Business-Committee Members/Staff**
   - *Letter of Appreciation to Roger Sanders Review*
   - Economic Development (Al Lerma): Number and types of loans processed since the last meeting.
   - Provide new economic development concepts that are currently being entertained by area businesses.
   - Planning ( Anna Yee): Revised RFPs & Emerging needs.
   - Capital (John Harris c/o Jon Pon): Impact of 12B
   - Public Services (Joe Lam): Work plan revisions & performance outcomes

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- Project Connect( Susan Reynolds). Based on the surveys, a small sample of the findings thus far.

5. **Director's Report-Dwayne Jones**

6. **Miscellaneous**

7. **Public Comment**

8. **Adjournment**

**NEXT MEETING DATE: September 20, 2004**

**The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call 252-3135 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD 252-3107. For information on MUNI routes, please call 673-6864.**

From MOCD
To SFPL, Govt.
Updated Agenda
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## CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

# FULL COMMITTEE MEETING

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

8.5
18/04
mended

**Wednesday, August 18, 2004**
**25 Van Ness Avenue**
**Conference Room 330B**
**5:30 p.m. – 7:30 p.m.**

## AGENDA

1. **Call to Order-Dan Sullivan**
2. **Approval of 4/19 amended minutes to include attendees.**
3. **Approval of the 6/28 Minutes**
4. **New Business/Old Business-Committee Members/Staff**

   - *Letter of Appreciation to Roger Sanders Review*

### CLUSTER UPDATES

- Economic Development (Al Lerma):
- Planning ( Anna Yee):
- Capital (Eugene Flannery c/o Jon Pon
- Public Services (Joe Lam):
- Project Connect( Susan Reynolds)

5. **Director's Report**

6. **Miscellaneous**

25 Van Ness Avenue, Suite 700 San Francisco, CA 94102 (415) 252-3100 Fax (415) 252-3110

7. **Public Comment**

8. **Adjournment**

**NEXT MEETING DATE: September 20, 2004**

**The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call 252-3135 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD 252-3107. For information on MUNI routes, please call 673-6864.**

## CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

# FULL COMMITTEE MEETING

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

**Monday, November 29, 2004**
**25 Van Ness Avenue**
**Conference Room 330A (3rd Flr)**
**5:30 p.m. – 7:30 p.m.**

8.5
29/04

## AGENDA

1. Call to Order
2. Approval of 9/20 Minutes
3. New Business
   - New CCCD Members
   - (DRAFT) RFP Calendar
   - Mayoral' Recommendations for reprogrammed dollars
   - Reconstruction of sub-committees, sub-committee schedules
4. Director's Report
   - Project Connect
   - Neighborhood Vitality Index
5. Miscellaneous
6. Comment
7. Adjournment

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**NEXT MEETING DATE: TBD**

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CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

# FULL COMMITTEE MEETING

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

**Monday, March 21, 2005**
**25 Van Ness Avenue**
**Conference Room 330A (3th Flr.)**
**6:00 p.m. – 8:00 p.m.**

8.5
21/05

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## AGENDA

1. Call to Order
2. Approval of 11/29 Minutes
3. New Business
   - Sub-Committee Reports
   - Con – Plan
4. Director's Reporting

**NEXT MEETING DATE: April 18, 2005**

The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call 252-3135 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD 252-3107. For information on MUNI routes, please call 673-6864.

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**CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT**

# FULL COMMITTEE MEETING MINUTES

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

8.5
1/05

**Monday, March 21, 2005**
**25 Van Ness Avenue**
**Conference Room 300A (3rd Fl.)**
**6:00 p.m. – 8:00 p.m.**

Attendees:

***Citizen's Committee Attendees:***

*Rene Cazenave*
*Vincent Chao*
*Richard Kempi*
*John Lucero*
*Nancy Mayeda*
*Alexis Gonzales*
*Linda Squires-Grohe*
*Linda Cheu*
*Ralph Romberg*
*Tom Ruiz*
*Willie B. Kennedy*

***MOCD Staff Attendees:***

*Dwayne Jones, Director*
*John Hudson, Fiscal Director*
*Jon Pon, Capital, Pgm Mgr*
*Vivian Hopkins, Executive Assistant*
*Fred Blackwell, Deputy Director*
*Hazel Jones*
*Gene Coleman, Deputy Director*
*Albert Lerma, Pgm Mgr, Economic Development*
*Amy Tharpe, Deputy Director*
*Martha Villazone*
*Gloria Woo*
*Ashsa Safai, Deputy Director*

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1. **Call to Order 6:00 PM**
2. **Approval of 11/29/2004, minutes**
3. **Review of Sub-Committee Recommendations**

**Housing**
**30 proposal request = $4,857,700., 23 recommended $2,937,614.**
Conflicts of Interest: Rene Cazenave Community Housing Partnership, John Lucero Aid Housing Alliance and Willie B. Kennedy BVHP Multi-Purpose Senior Center.
Motion made to approve the Housing Sub-Committee recommendations, it was 2nd.
Vote: In-Favor 11
Opposed 0
Ascension 0
Passed unanimously

**Public Services**
**171 proposal request $11,879,624. 91 recommended $4,849,660.**
Conflicts of Interest: Vincent Chao Visitation Valley Community Development Corp., Mission Neighborhood Center, and SFUD, Linda Squires-Grohe Stonestown YMCA and City College, Linda Cheu Chinese Affirmative Action, Tom Ruiz West Portal After School Program, Nancy Mayeda City and State HIPPY.
Motion made to approve the Public Services Sub-Committee recommendations, it was 2nd.
Vote: In-Favor 11
Opposed 0
Ascension 0
Passed unanimously

**ESG**
**20 proposal request $1,347,405. 18 recommended $938,557.**
Conflicts of Interest: Alexis Gonzales State Volunteer Neighborhood Center
Motion made to approve the ESG Sub-Committee recommendations, it was 2nd.
Vote: In-Favor 11
Opposed 0
Ascension 0
Passed unanimously

**Economic Development**
**29 proposal request $3,293,841 24 recommended $2,186,619.**
Conflict of Interest: Vincent Chao Visitation Valley Community Development Corp, Linda Squires-Grohe City College
Motion made to approve the Economic Development Sub-Committee recommendations, it was 2nd.
Vote: In-Favor 11
Opposed 0
Ascension 0
Passed unanimously

**Capital**
**39 proposal request $8,388,012. 23 recommended $2,806,400.**
Conflict of Interest: Linda Squires-Grohe City College
Motion made to approve the Capital Sub-Committee recommendations, it was 2nd.
Vote: In-Favor 11
Opposed 0
Ascension 0
Passed unanimously

**Public Spaces**
**5 proposal request $2,710,071. 3 recommended $1,412,000.**
Conflict of Interest: Vincent Chao SFUD, Tom Ruiz SFUD
Motion made to approve the Public Services Sub-Committee recommendations, it was 2nd.
Vote: In-Favor 11
Opposed 0
Ascension 0
Passed unanimously

**Planning and Capacity Building**
**58 proposal request $1,081,611. 30 recommended $614,741.**
Conflict of Interest: Willie B. Kennedy BHVP Multi-Purpose Senior Center, Linda Cheu Chinese Affirmative Action
Motion made to approve the Planning and Capacity Building Sub-Committee recommendations, it was 2nd.
Vote: In-Favor 11
Opposed 0
Ascension 0
Passed unanimously

**Note:** The recommendations go before Mayor Newsom tomorrow March 22, 2005
Sub-Committee Chair should attend, if the Chair can not attend a representative should be there. The Committee Members should meet at City Hall at 5:00 PM in room 200.
Posting of Preliminary Recommendation will be available Monday, March 28th on the MOCD website.
Board of Supervisor meeting has been moved to April 14th.

4. **Director's Report**
**Con-Plan** Our five years are up for our last set of consolidated plan efforts. We are in the last stages of developing our new five year plan to submit on May 15th Melange, Amy, Fred, and Gloria are working on the development of that plan. The good news is it doesn't have to be as thick and unreasonable as years pass, and there will an online application that will make for a simpler process. What we want to make sure we do this year, in a more strategic context is make sure all our plans are

inline. One plan that the Housing A has that is disconnected from the plan we have, that is disconnected from the ten year homeless plan and so the intent is to try to make sure that all of those City wide five and ten year plan jive together in a larger strategy as we move forward. That's one shift you will see. The other shift you will see significantly in the con-plan is our shift toward performance measures. We will be leading the charge.

5. **Public Comments:** Thank you for the wonderful process. I like to concur with the Supervisor's, comments we really do have to find a way to engage particularly those entities in the Southeast sector. Also like to commend Director Jones for making available the technical assistant for the Agencies. I think next year Agencies will understand better and fully take advantage. Thank you all for your tireless work
6. **Miscellaneous** None
7. **Comments** None
8. **Adjournment** 7:45 PM

**NEXT MEETING DATE: May 16, 2005**

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CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

# FULL COMMITTEE MEETING AMEDNED MINUTES

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

8.5
21/05
mended

**Monday, March 21, 2005**
**25 Van Ness Avenue**
**Conference Room 300A (3rd Fl.)**
**6:00 p.m. – 8:00 p.m.**

Attendees:

***Citizen's Committee Attendees:***

*Rene Cazenave*
*Vincent Chao*
*Richard Kempi*
*John Lucero*
*Nancy Mayeda*
*Alexis Gonzales*
*Linda Squires-Grohe*
*Linda Cheu*
*Ralph Romberg*
*Tom Ruiz*
*Willie B. Kennedy*

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***MOCD Staff Attendees:***

*Dwayne Jones, Director*
*John Hudson, Fiscal Director*
*Jon Pon, Capital, Prgm Mgr*
*Vivian Hopkins, Executive Assistant*
*Fred Blackwell, Deputy Director*
*Ashsa Safai, Deputy Director*
*Gene Coleman, Deputy Director*
*Albert Lerma, Prgm Mgr, Economic Development*
*Amy Tharpe, Deputy Director*
*Martha Villazone*
*Gloria Woo*
*Hazel Jones*

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Opposed 0
Abstention 0
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Abstention 0
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**Note:** The recommendations go before Mayor Newsom tomorrow March 22, 2005
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6. **Miscellaneous** None
7. **Comments** None
8. **Adjournment** 7:45 PM

**NEXT MEETING DATE: May 16, 2005**

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## CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

# FULL COMMITTEE MEETING

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

.5

8/05

**Monday, April 18, 2005**
**25 Van Ness Avenue**
**Conference Room 330A (3th Flr.)**
**6:00 p.m. – 8:00 p.m.**

## AGENDA

1. Call to Order
2. Approval of 3/21 Minutes
3. New Business
4. Topics:
    1. "Next Step Plan" '05-'06
    2. Confirm Meeting Dates (Sub-Committee Policies)
    3. Meeting Schedules
    4. Con – Plan
5. Director's Report

**NEXT MEETING DATE: May 16, 2005**

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## CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

# FULL COMMITTEE MEETING MINUTES

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

**Monday, April 18, 2005**
**25 Van Ness Avenue**
**Conference Room 300A (3rd Fl.)**
**6:00 p.m. – 8:00 p.m.**

Attendees:

***Citizen's Committee Attendees:***

*Rene Cazenave*
*Vincent Chao*
*Richard Kempi*
*John Lucero*
*Alexis Gonzales*
*Linda Squires-Grohe*
*Ralph Romberg*
*Willie B. Kennedy*

***MOCD Staff Attendees:***

*Dwayne Jones, Director*
*Vivian Hopkins, Executive Assistant*
*Fred Blackwell, Deputy Director*
*Melange Matthew, Deputy Director*
*Gene Coleman, Deputy Director*
*Albert Lerma, Prgm Mgr, Economic Development*
*Matt Franklin, Director*
*Gloria Woo, Program Manager*

25 Van Ness Avenue, Suite 700 San Francisco, CA 94102 (415) 252-3100 Fax (415) 252-3110

1. **Call to Order 6:15 PM**

2. **Approval of 3/21/05, minutes (with amendments as follows: Ascension was change to Abstention, and Conflict of Interest for Alexis Gonzales was changed from State Volunteer Neighborhood Center to Saint Boniface Neighborhood Center.**

3. **New Business:** Election for Vice Chair will be discussed and the May meeting.

4. **Next Step Plan '05-'06:**

   - On the agenda tomorrow April 19th at 4:00 to get the release for all our CDBG allocation for '05-'06 as well as any other items that have been put on reserve or on hold for further discussion.
   - The second reading will be the week of April 25th,
   - Everything should be submitted to HUD by the 16th of May.
   - That will complete this long process, then we can begin planning the procedures for next year.

5. **Sub-Committee Policies**: There are two points we want to touch on. What does the committees we currently have do and does the committees actually work with what we are trying to accomplish? And the answer is yes.

   **New goals:**
   - Enhance the participation moving forward
   - Implementing new policies that would help in our decision making in the future
   - The next wave is to have some hard and fast rules on how we fund and where we fund
   - Improve ways of doing resource allocation and looking at a more strategic way of allocating funds based on data
   - Additional sub-committees to address some specific issues i.e. Housing, CBO reform
   - Continue to identify the needs of the community and make sure future RFP's reflect the communities needs
   - Sub-Committee Chairs will map out tentative dates for side meetings

6. **Introduction:** Mélange Matthews has been brought on as Chief Operating Officer she will be responsible for the development of the Consolidated Plan, Action plan/ Caper, and interdepartmental operation.

7. **Con-Plan:** The Con-Plan is basically a five year plan, and it includes although it is separate, the Action Plan '05-'06. This plan can be viewed on the MOCD website. The Con-Plan will be submitted to HUD Monday May 16th. There will be a Focus

Group meeting held on May 6th from 12:00 – 2:00 at 25 Van Ness Avenue, in the HRC Conference Room on the 8th floor.

**SAN FRANCISCO 2005-2010 CONSOLIDATED PLAN FRAMEWORK**

- Introduction and Purpose
- Vision and Principles
- Format of the Consolidated Plan

**SAN FRANCISCO DEMOGRAPHIC PROFILE**

- Population Trends
- Race and Ethnicity Profile
- Educational Attainment
- Employment and Income
- Poverty Status

**MOCD STRATEGIC PLAN**

- Strategic Framework
- Five-year Goal Matrix
- Community Assessment & Geographic Focus
- Program Design & Priorities for Investment
- Community Development Services System
- Program Monitoring Standards and Procedures

**MOH STRATEGIC PLAN**

- Background/Housing Need
- Five-Year Priorities
- Proposed Strategies and Activities
- Five-Year Performance Targets

8. **Director's Report comments covered in each line item discussed earlier.** Dwayne Jones thanked the members of the committee for their diligence and hard work.

9. **Public Comments:** RuthAnn Binder of Re-Building Together thanked the committee for their funding recommendation.
10. **Miscellaneous** None
11. **Comments** None
12. **Adjournment** 7:40 PM

**NEXT MEETING DATE: June 20, 2005**

**The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call 252-3135 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD 252-3107. For information on MUNI routes, please call 673-6864.**

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CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

# CITIZEN'S COMMITTEE

# OF COMMUNITY

# DEVELOPMENT

# MAY 16, 2005 MEETING

# IS CANCELLED

**NEXT MEETING DATE: June 20, 2005**

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## Mayor's Office of Community Development

June 20, 2005 CCCD Agenda

**CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT**

# FULL COMMITTEE MEETING

Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:

**Monday, June 20, 2005**
**25 Van Ness Avenue**
**Conference Room 330A (3rd Fl.)**
**6:00 p.m. – 8:00 p.m.**

## AGENDA

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- 1. Call to Order 6:15 PM
- 2. Approval of 4/18 Minutes
- 3. Topics:

- Organization Update - Dwayne Jones
- RFP Process (Feedback by Staff/Sub-Committee) – Dwayne Jones
- Con – Plan Update - Melange Matthews
- New Organizational Chat Review – Melange Matthews
- Sub-Committee Updates – Committee Chairs
- Board Election (Vice Chair) - Vincent Chao

- 4. New Business
- 5. Public Comments

NEXT MEETING DATE: July 18, 2005
The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call 252-3135 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD 252-3107. For information on MUNI routes, please call 673-6864.

## Mayor's Office of Community Development

June 20, 2005

### CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

# FULL COMMITTEE MEETING MINUTES

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Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:

**Monday, June 20, 2005**
**25 Van Ness Avenue**
**Conference Room 300A (3rd Fl.)**
**6:00 p.m. – 8:00 p.m.**

Attendees:

*Citizen's Committee Attendees:*

*Vincent Chao*
*Richard Kempi*
*John Lucero*
*Alexis Gonzales*
*Heather Hiles*
*Ralph Romberg*
*Tom Ruiz*

***MOCD Staff Attendees:***

*Dwayne Jones, Director*
*Vivian Hopkins, Executive Assistant*
*Melange Matthew, COO*
*Gene Coleman, Deputy Director*
*Jon Pon,, Mg., Capital/Faciliity*
*Ana Cortez,, Mgr. Public Services*
*Trinia Villaneva*

- **1. Call to Order 6:15 PM**

- 2. **Approval of 4/18/05, minutes (with amendments as follows: Ascension was change to Abstention, and Conflict of Interest for Alexis Gonzales was changed from State Volunteer Neighborhood Center to Saint Boniface Neighborhood Center.**

- 3. **New Business:** Election for Vice Chair will be discussed and the May meeting.

- 4. **Next Step Plan '05-'06:**

- On the agenda tomorrow April 19th at 4:00 to get the release for all our CDBG allocation for '05-'06 as well as any other items that have been put on reserve or on hold for further discussion.
- The second reading will be the week of April 25th,
- Everything should be submitted to HUD by the 16th of May.
- That will complete this long process, then we can begin planning the procedures for next year.

1. : There are two points we want to touch on. What does the committees we currently have do and does the committees actually work with what we are trying to accomplish? And the answer is yes.

**New goals:**

- Enhance the participation moving forward
- Implementing new policies that would help in our decision making in the future
- The next wave is to have some hard and fast rules on how we fund and where we fund
- Improve ways of doing resource allocation and looking at a more strategic way of allocating funds based on data
- Additional sub-committees to address some specific issues i.e. Housing, CBO reform
- Continue to identify the needs of the community and make sure future RFP's reflect the communities needs
- Sub-Committee Chairs will map out tentative dates for side meetings

1. Mélange Matthews has been brought on as Chief Operating Officer she will be responsible for the development of the Consolidated Plan, Action plan/ Caper, and interdepartmental operation.

1. The Con-Plan is basically a five year plan, and it includes although it is separate, the Action Plan '05-'06. This plan can be viewed on the MOCD website. The Con-Plan will be submitted to HUD Monday May 16th. There will be a Focus Group meeting held on May 6th from 12:00 – 2:00 at 25 Van Ness Avenue, in the HRC Conference Room on the 8th floor.

**SAN FRANCISCO 2005-2010 CONSOLIDATED PLAN FRAMEWORK**

- Introduction and Purpose
- Vision and Principles
- Format of the Consolidated Plan

**SAN FRANCISCO DEMOGRAPHIC PROFILE**

- Population Trends
- Race and Ethnicity Profile
- Educational Attainment
- Employment and Income
- Poverty Status

**MOCD STRATEGIC PLAN**

- Strategic Framework
- Five-year Goal Matrix
- Community Assessment & Geographic Focus
- Program Design & Priorities for Investment
- Community Development Services System
- Program Monitoring Standards and Procedures

**MOH STRATEGIC PLAN**

- Background/Housing Need
- Five-Year Priorities
- Proposed Strategies and Activities
- Five-Year Performance Targets

- 8. **Director's Report comments covered in each line item discussed earlier.** Dwayne Jones thanked the members of the committee for their diligence and hard work.

- 9. **Public Comments:** Ruth Ann Binder of Re-Building Together thanked the committee for their funding recommendation.
- 10. None
- 11. None
- **Adjournment** 7:40 PM

**NEXT MEETING DATE: June 20, 2005**

**The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call 252-3135 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD 252-3107. For information on MUNI routes, please call 673-6864.**

## Mayor's Office of Community Development

July 18, 2005 CCCD Agenda

**CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT**

# FULL COMMITTEE MEETING

Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:

**Monday, July 18, 2005**
**25 Van Ness Avenue**
**Conference Room 330A (3rd Fl.)**
**6:00 p.m. – 8:00 p.m.**

## AGENDA

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- 1. Call to Order
- 2. Approval of 6/20 Minutes
- 3. Topics:

- MOCD & MOH Lease of property – Status Update M. Matthews
- RFP Development – Next Steps and Expectations – F. Blackwell
- Capital Program Overview – Project Update and Pipeline

  F. Blackwell/ J. Pon

- Release schedule for CCCD program presentations M. Matthews

  F. Blackwell

- 4. New Business
- 5. Public Comments

NEXT MEETING DATE: August 15, 2005
The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call 252-3135 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD 252-3107. For information on MUNI routes, please call 673-6864.

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## CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

# FULL COMMITTEE MEETING MINUTES

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

**Monday, July 18, 2005**
**25 Van Ness Avenue**
**Conference Room 300A (3rd Fl.)**
**6:00 p.m. – 8:00 p.m.**

Attendees:

***Citizen's Committee Attendees:***

*Vincent Chao*
*Richard Kempi*
*John Lucero*
*Alexis Gonzales*
*Heather Hiles*
*Ralph Romberg*
*Tom Ruiz*

***MOCD Staff Attendees:***

*Dwayne Jones, Director*
*Vivian Hopkins, Executive Assistant*
*Melange Matthew, COO*
*Gene Coleman, Deputy Director*
*Jon Pon,, Mg., Capital/Faciliity*
*Ana Cortez,, Mgr. Public Services*
*Trinia Villaneva*

25 Van Ness Avenue, Suite 700 San Francisco, CA 94102 (415) 252-3100 Fax (415) 252-3110

1. **Call to Order 6:15 PM**

2. **Approval of 6/20/05**

3. **Organization Update: 1)** At this time the Mayor has yet to finalize the last two appointments for our Committee. However, the Mayor assured Mr. Jones that process would be completed before the next meeting. **2)** Spvr. Kennedy is no longer on the Committee due to residence outside of City and County of San Francisco. There have been staffing changes, Ahsha Safai is still a member of our team in concept, he has been moved over to the Mayor's Office of Neighborhood Services to primarily be the link between MONS, MOCD, and the seven different communities we are working with. **3)** Office maybe moving across the street to One South Van Ness on the third floor, the move will be in January 2006. **4)** COO has contracted Bridgespan to come in and helps us do the technical assistant for the developing our Business Plan. They're the same organization that helped develop the business plan for the "Harlem Children Zone". **5)** Demonstration Project of COO is Alice Griffith, what has been done thus far is paving the streets, putting in parking areas, planted trees, and dropping a new structure that will be the home of Opportunity Center which is a Green Modular Home. On July 6th at 10:00 the Home will be put on a barge, and on July 7th they will float the house down to Alice Griffith to be put on it's foundation. The Committee is invited to participate, just understand it will be about a 2 1/2 hour ride, as the barge only goes 4 mph. As this program has begun we have been able to decrease the unemployment rate by ensuring DPW, DPT and anyone else working on that project to figure out a system in concert with us in hiring many of the residents to work on the project. The unions have been fantastic about working with us in terms of some relaxed rulings. The Public Service Group/Community Building Group has worked really well in developing a Parent Association in concert with Brett Hart Elementary School.

4. **Sub-Committee Meetings Update:** There were two Sub-Committee meetings in May, Economic Development and Capital/Facility, areas discussed: RFP process, CCCD Review, Staff Review, Database, and Communication to the Public. Members would like a quarterly update on funded agency progress or lack of. Dwayne said, Melange and Vincent's idea of putting on the agenda at least once a quarter an update of all the grantees. We can talk to Alfred about putting something in the system that will allow you to identify exactly what date you worked on the file and notes you would have made. The Board President suggested the Committee come up a process for site visits to the grantees.

5. **Con-Plan:** Copies of the Five – Year Con-Plan (lighter version) was passed out to all Members. MOCD will be meeting with HUD Tuesday, June 19th for their feedback on the Con-Plan. Preliminary input has been good so far. The Committee will be informed of HUD's final comments. The complete Con-Plan will be available on the website, more updates will be in August.

6. **Organizational Chart Update:** All program staff now, report to Fred Blackwell and operation staff report to Melange Matthews. Where it says new hire the money is already in the budget some are professional staff and some are administration staff that we are in the process of developing. The other category you will see is Katerina Villanueva listed twice, once her replacement is hired she will be moved from Workforce Development to Communities of Opportunity. Ana Cortez has three new hires Sheena Patterson, Eric Gavidia who started today and Brian Cheu who will start July 5th.

7. **Board Election:** Alexis Gonzales and Linda Squires-Grohe have shown interest in the Vice Chair position. The Committee decided the election, will be held over to the September meeting. Alexis Gonzales will chair the July 18th meeting,

8. **Public Comments:** None.
9. **Miscellaneous** None
10. **Comments** None
11. **Adjournment** 7:25 PM

**NEXT MEETING DATE: August 15, 2005**

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## Mayor's Office of Community Development

August 15, 2005 CCCD Agenda

**CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT**

# FULL COMMITTEE MEETING

Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:

**Monday, August 15, 2005**
**25 Van Ness Avenue**
**Conference Room 330A (3rd Fl.)**
**6:00 p.m. – 8:00 p.m.**

## AGENDA

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- 1. Call to Order
- 2. Approval of 6/20 and 7/18 Minutes
- 3. Topics:

- Director's Report – Dwayne Jones
- RFP Timeline - M. Matthews/F. Blackwell
- Communities of Opportunity Center Update – F. Blackwell
- Public Service Update – Ana Cortez
- Reprogramming Dollars – M. Matthews
- 7c2 Square – A. Cheung
- CCCD Meeting start time 5:30 or 6:00

- 4. Miscellaneous
- 5. New Business
- 6. Public Comments
- 7. Adjournment

NEXT MEETING DATE: September 19, 2005
The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call 252-3135 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD 252-3107. For information on MUNI routes, please call 673-6864.

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## CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

# FULL COMMITTEE MINUTES

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

**Monday, August 15, 2005**
**25 Van Ness Avenue**
**Conference Room 300A (3rd Fl.)**
**6:00 p.m. – 8:00 p.m.**

Attendees:

***Citizen's Committee Attendees:***

*Daniel Wong*
*John Lucero*
*Linda Squires-Grohe*
*Ralph Romberg*
*Rene Cazenave*
*Tom Ruiz*
*Vincent Chao*

***MOCD Staff Attendees:***

*Dwayne Jones, Director*
*Fred Blackwell, Deputy Director*
*Melange Matthew, COO*
*Gene Coleman, Advisor to the Director*
*Vivian Hopkins, Executive Assistant*
*Ana Cortez, Mrg., Public Service*
*Alfred Cheung Mgr, IT*

25 Van Ness Avenue, Suite 700 San Francisco, CA 94102 (415) 252-3100 Fax (415) 252-3110

1. **Call to Order 6:15 PM**
2. **Approval of June 20, 2005 and July 18, 2005 minutes**
3. **Director's Report:** Mr. Jones apologized for his absent at the July meeting. He was attending the U.S. Conference of Mayors in Denver, to talk about innovative Workforce Development strategies. Quick updates: **1)** Many of you may have seen the article around the Nowhouse in the newspaper, the "Opportunity Center" that we are putting in the back of Alice Griffith Housing Development. The article launched conceptually what we are trying to do indifferently and the big deal around putting this environmental sound house that we converted into a Community Center onto a barge and shipped it down to AG and it's now sitting on a foundation and is in the last stages of retrofitting and the mechanics, and a elevator in it, and getting ready for a Grand Opening tentatively scheduled for 9/15 for a Press and City Grand Opening and the 9/17 for a Community Grand Opening. We would like the Board to be at the 9/15 Grand Opening starting 11:30. **2)** Project L.I.FE (Let's Immunize For Education) one of the issues we were finding is that many of the kids in the Southeast sector don't start school on time because they don't have their shots. To make sure kids start on time MOCD is launching this project in concert with Public Health, and UCSF Children Hospital to provide vaccine, we completed a photo shoot this morning. So you will see advertising in all the local papers for this event, which will run from 22nd to 31st of August. From the 22nd to the 29th we are helping people get to the central location on Franklin St., and the 29th through the 31st we will actually be at four schools sites giving the shots. Board President Vincent Chao commended MOCD for taking the initiative on L.I.F.E. without this department taking the lead it would not be happening. **3)** The City Administrator and DTIS, this is not our project, but a project we were partnering on. It's called "Digital Divide" the notion of that project is to take all the excess equipment out of every single department, clean it up and make repairs on all hardware and redistribute to CBO's. So that they actually have as current technology we can provide to them, and help minimize their need to go out and purchase new equipment when we not using all of our equipment internally. That launch was today. The project is actually owned by the City Administrators, but they had some issues around staffing and just getting it done. So we just helped them pull this thing off, in partnership with Goodwill. If a CBO is interested in the project they should contact Goodwill. **4)** Project Tech Connect is in partnership with DTIS and a few of the Corporate Technology and Y-FI companies. Tech Connect is more germane with our strategy of the residents and getting the resident more engaged in. So, we are engaging in strategy to provide wireless access and computer to residents particularly in Public Housing around our nodes. So, within the context of the COO the four nodes that have been identified in the Southeast sector were identified to provide them with computers and internet access to link them better to the schools that their children are attending. The Public Service crew has done a great job in training the parents on computer operation, so that we know that we're handing over computer that they actually know how to operate and can useThis program will eventually be in North Beach Development.

4. **RFP Timeline – Fred Blackwell** The first ruff draft (handout given) account of the RFP. The first stack is basically a reproduction of last years schedule to show you if we did it the same as last year this is what it would look like. Couple of things, we want to consolidate and streamline this calendar. As, you can see the RFP as it is currently configured it's drown out over 8 months. We think we can consolidate and make it a more streamline smooth process. There's couple of ways we plan on doing that: **1)** reduce the number of hearing we did seven last year (looks like only two or three). **2)** front load the process so that we can get the RFP out, do a lot of the training have the general session around question and elements of the RFP prior to people leaving on holiday. And when we come back really spend the month of January initiating the review process. So, we're really trying to push before the December 25th, and get the RFP out and make sure everyone knows and send out the notifications, do the trainings and have the workshops, then in January pickup the RFP process. We think by making some improvements to our process both in terms of staff review and sub-committee process we wouldn't have to drag that out for five weeks. We can move through the process more quickly, and still incorporate the outside review, have a high quality review process, and then we'll have adequate time and more time for CCCD as a group to really consider the recommendation as well as hold the hearing, and then be able to come back and absorb some of the feedback we get form the hearings. So it gives us more time to go through the process with the public, on the backend with the Board of Sprvs., and the Finance Committee to do that process well and not be a rushed as before. Board Member suggested we keep in mind that it may take all of the five weeks for Public Service due to their load. By the next meeting we'll be presenting another version of this that represent the thinking around shorten the process.
5. **Communities of Opportunity Update – Fred Blackwell** Last month we completed the move process for the Nowhouse and created a Communities of Opportunity Center in Alice Griffith. The Board was invited to visit the project and see the energy and excitement surrounding this project. The center is part of a whole variety of things going on from new street paving and hiring people to do the work, new speed bumps, to tree planting, new playground structure and painting, in addition to the establishment of the Parent Association. The Board, ask if there could be a tour arranged for the Board to visit the Alice Griffith Development (Vivian will contact members and confirm a date). We're working on a partnership with the Tide Center to establish service to be performed at the center. The model we're going to use for the first twelve months is a seasonal model where every three months or so we change the set of services that will be provided at this center. In order to expose people to the different kinds of things possible, in terms of activities available at the center. The first set of activities will be employment related and then we will follow that with tutoring, after school, and seniors services.
6. **Public Service Update - Ana Cortez:** For 2005-2006 we have priorities in two areas programmatic and organizational. We have very clear federal laws that we have to live by. To insure our direction complies with HUD, we are reviewing all of our document, contracts and forms to insure they are coded correctly. Through our Community Builders we are trying to obtain a deeper knowledge of the community,

different issues, and patterns, that will help us create better strategies. We are also trying to identify new partners. Our team structure has changed. We now have three Contract Administrators and four Community Builders the different is the Administrator are responsible for making sure contracts are correct, form are filled out properly, and we have the supporting document for each contract. The Builder is responsible for working directly with the Community, being proactive, for checking things out in an informal way, providing technical assistant to our partners. We have also changed some of our terminology, we no longer call ourselves "Public Service", we are know call "Community Builders", and our "Grantees" or 'Contractors" they're now known as "Agencies". We have two agencies that up for audit Westbay Philippino Center and Phil-Am Council. Westbay Philippino Center has been before the Supervisors and three months of funding has been released. Phil-Am Council is on hold due to findings from the Auditor's Office and those findings will be made public in the next month or so. The audit findings are lack of data entries, financial statements, reconciliation , bank statements, there were checks written to ghost individuals.

7. **Reprogramming Dollars - Melange Matthews:**
   Melange ask that everyone refer to the "Reprogram Worksheet" we will walk through the document: a) Sources and Funding Changes, these are contract where no work was done that totals $1.5M. If you look at the next block "Delegate Agency" the names that appear in this block, this is a list of recommendation for reallocated dollars. The sheet before you details the proposed plan for reprogramming the dollars.
   We wanted give you something, that was as real as we have at the moment. The other departments have until August 10th , to closeout. Motion to approve the MOCD reprogramming/redirect the recommended funds made:
   Vote: In Favor 7
   Opposed 0
   Abstention 0
   Passed unanimously
8. **7c2 Square – Alfred Cheung**
   7c2 Square is our new online reporting system. We've translated all the forms the CBO's have been filling out on a monthly base into an electronic format, we now have about 650 user on the system. Although the input of the information will be an extra step for the COB's, in exchange for that it will allow us to gather data quicker and build other tools to support the CBO's. So far we have three components available: **1)** the Training Booklet 2) a geographical information system that will provide a census track data, they will be able to manage the data on a map 3) there's a form software on the also that will create a community where they can discuss various topics.
9. **CCCD Meeting:** Asked if they should start Full CCCD meetings at 5:30pm. This will be an agenda item at the next meeting on September 19th.

**Miscellaneous** – Vincent Chao reviewed the attendance record of the Committee Members, there are quite a few member have not attended to many general meetings. Vincent will write a remainder letter, to see if member are still interested. Also, we will discuss using non-meeting months to schedule committee

meetings. On the September's agenda there will be a Public Hearing for the Caper (the annual report do to HUD is due September 30th , it will be released September 14th. Melange will get a streamline version of the report for the Committee. MOCD's involvement and participation role in the Rincon Hill/SOMA developers fees. **FYI** - MOCD has gone into partnership with the Southeast Facility Commission to reopen the 1030 Oakdale site that use to house CAHEED. Our recommendation to the Committee last week was, for the Florence Crittenton Services to move into the facility to provide childcare service, as well as advance childcare services for the families that are home base care in the neighborhood. The next step is to negotiate the lease.

**No Public Comments**
**New Business – None**
**Meeting adjourned at 7:35pm**

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## CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

# FULL COMMITTEE MEETING

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

**Monday, September 19, 2005**
**25 Van Ness Avenue**
**Conference Room 330A (3rd Fl.)**
**6:00 p.m. – 8:00 p.m.**

## AGENDA

1. Call to Order
2. Approval 8/15 Minutes
3. Topics:
    1. Director's Report – F. Blackwell
    2. RFP Timeline - F. Blackwell
    3. Communities of Opportunity Center Update – F. Blackwell
    4. Caper Update (Public Comments) – M. Matthews
    5. Update on activities pending with the Board of Supervisors M. Matthews
    6. Economic Development Presentation - Al Lerma
    7. CCCD Meeting start time 5:30 or 6:00
    8. CCCD Meeting every other month/ non-meeting month to schedule committee meetings
    9. Vice-Chair Election
4. Miscellaneous
5. New Business
6. Public Comments
7. Adjournment

**NEXT MEETING DATE: October 17, 2005**
**The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call 252-3135 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD 252-3107. For information on MUNI routes, please call 673-6864.**

25 Van Ness Avenue, Suite 700 San Francisco, CA 94102 (415) 252-3100 Fax (415) 252-3110

# Mayor's Office Of Community Development
**City & County Of San Francisco**

**Gavin Newsom**
Mayor

**Dwayne Jones**
Director

## FULL COMMITTEE MINUTES

Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:

**Monday, September 19, 2005**
**25 Van Ness Avenue**
**Conference Room 300A (3rd Fl.)**
**6:00 p.m. – 8:00 p.m.**

Attendees:

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***Citizen's Committee Attendees:***

*Alexis Gonzales*
*JerryLevine*
*Linda Cheu*
*John Lucero*
*Linda Squires-Grohe*
*Nancy Mayeda*
*Ralph Romberg*
*Rene Cazenave*
*Richard Kempis*
*Vincent Chao*

***MOCD Staff Attendees:***

*Fred Blackwell, Deputy Director*
*Melange Matthew, COO*
*Gene Coleman, Advisor to the Director*
*Vivian Hopkins, Executive Assistant*
*Al Lerma, Mrg., Economic Development*
*Amy Thrape Dir, Planning/Monitoring*
*Gloria Woo, Senior Community Development Planner*

**25 Van Ness Avenue, Suite 700, San Francisco, CA 94102**
**Phone: (415) 252-3100 • TDD: (415) 252-3107 • www.sfgov.org/mocd**

1. Meeting called to order 6:08 p.m.
2. Approval of August 18, 2005 minutes.
   Vote: In Favor 7
   Opposed 0
   Abstention 0
   Passed unanimously
3. **Director's Report – Fred Blackwell** Mr. Jones is absent, he was attending the U.S. Conference of Mayors in Washington, DC. Director's report was giving by Fred Blackwell. **1)** Project L.I.FE (Let's Immunize For Education) the project went very well we immunized 65 children. We're going to have a follow-up meetings in the coming weeks to do reviews and reflections on that process and see how we can make it better for next year and incorporate new partners as well. **2)** We got confirmation from the Mayor that he will be making appointments to complete this Committee when he returns from out of town, which will be early in the month of October. **3)** The State of the City address will be October 20th, time and location has yet to be determined. **4)** Our office had a small background roll to play related to relief around hurricane Katrina. We worked with the Faith Community to set-up temporary housing situations for about 60 families in the city. **5)** You may have seen on KGO channel 7, were we had Tech Connect program, were we handed out twelve computer to the residents of Alice Griffith who had completed a computer training program with OPNET, this is the beginning of fifty computers that will be given out at Alice Griffith, and a larger number will be given out throughout the city to residents of public housing to bridge the digital divide. We also will be working with another company One Economy to help design some customized web based applications to make sure folks are getting access and using the computers to further bridge that divide. Alice Griffith is also being wired with WI-FI, and will be one of the first, Public Housing Development in the country to have that kind of technology on-site, and we will be looking forward to implementing that program as well.
4. **RFP Timeline – Fred Blackwell 1)** Last week you received a schedule, we're in the mist of revising the schedule. The main thing to keep in mind is we're moving up the schedule, we want to release the RFP in early December rather than late December so that we have more time to review and take better advantage of the holidays so that people will have more time to work on their proposal during that time. We also are asking folks on the program side to prepare each of the committees for the review process by putting together one pagers that will give you basic demographics and baseline information on the neighborhoods we're focused on. We're also asking staff to think about what are the specific strategies that, we think are going to be important to the neighborhoods. We want to have that as a baseline for everybody to have during the process this year, so there's less confusion around the baseline and where we're coming from. We will email you a revised calendar with all the dates within the next couple of weeks. In early October we will be going before the Board of Supervisors to give them a preview of the scope of the RFP so that they are aware of what the RFP is going to look like and what the priorities are going to be, and that will be in early October before your next meeting
5. **Communities of Opportunity Update – Fred Blackwell** On October 6th we will have Open House for the Press at 11:30 there will be a walk through, folks will be able to see the types of activities that will be going on there. The big event will be on October 8th Saturday @ 11:30 to 3:00. We're starting to roll out the community engagement process, around Communities of Opportunity. More broadly we'll be having a series of community meetings in each one of the nodes to get community input and it's really

going to be the beginning of what we hope is a different kind of relationship with these communities that will have an ongoing ability to give feedback in exchange and input in the type of thing we will be doing in COO. One of the meeting has been scheduled for October 4th, will be at Bret Harte at 5:30 for node around Alice Griffith. We're working around the logistics for the next meeting which was scheduled for October 6th, but will be rescheduled for the HuntersView meeting,

6. **CAPER Update– Gloria Woo:** Consolidated Annual Performance Evaluation Report (handout given), is a report that's due to HUD every September 30th for the last program year. This report is covering program year July 1. 2004 to June 30, 2005, before you is a four page summary, the full report is seventy-seven pages. The report is out for public review and comments right now. Hard copies are available at the library, MOCD, MOH, and Redevelopment offices, as well as on MOCD and MOH web-sites. The public has been invited to review, and respond in writing by September 28th, the public was also been invited to come to this meeting to give oral comments. Gloria went over the four page handout:

   1) The Consolidated Annual Performance and Evaluation Report (CAPER) for the 2004-05 program year represents the annual report and evaluation of the City and County of San Francisco's implementation of four Federal programs:

   - The Community Development Block Grant (CDBG)
   - The Emergency Shelter Grant (ESG)
   - The HOME Investment partnership (HOME), and
   - The Housing Opportunities for Persons with AIDS Program (HOPWA).

   The CAPER serves two purposes: 1) a summary of resources used during the program year; and 2) a self-evaluation of progress and challenges to our annual CDBG priorities.

   2) **Retain and Increase Economic Development Activity**

   Economic Development and Micro-Enterprise Grants

   During the program year, a total of 23 economic development/micro-enterprise grants were provided for a total of $2,276,764. Of the 23 grants, 8 supported the activities of local Neighborhood Economic Development Organizations (NEDOs). 7 grants were provided to organizations to support micro-enterprise development assistance. The remaining grants were for other economic development activities, including job training with a direct link to employers, and a façade improvement program for retail storefronts and commercial hotels in the Tenderloin neighborhood.

   The recipient organizations of the 23 grants provided economic development-related services to a total of 3,844 individuals. 1,655 were extremely low-income; 1,255 were low-income; and 628 were moderate-income persons.

   **Small Business Revolving and Micro-Enterprise Loan Programs**

   In 2004-05, $805,500 in direct loans was made to 6 businesses:

   More importantly, MOCD/CDBG was responsible for the making of 80 loans for a total of $5,737,764 for the creation and/or retention of 396.5 jobs (167 retained & 229.5 new jobs) through referring and sourcing the loans to conventional bankers or alternate sources of financing via the assistance of neighborhood economic development organizations (NEDOs) funded with CDBG by MOCD. The successful leveraging of MOCD's CDBG resources and business relationships with traditional banks and other financing sources is responsible for assisting 72 businesses (who received 80 total loans) in obtaining access to capital for startup and expansion in San Francisco.

3) **Preserve Existing and Develop New Affordable Neighborhood Facilities**

   **Capital Program and Facilities Emergency Relief Grants**

   During 2004-05, $5,761,187 in capital funding was allocated for 37 facilities. Of these

37, 3 facilities were completed during the program year. Another 15 facilities funded with prior year capital dollars were completed during 2004-05.

**Public Facilities Improvements**

In 2004-05, 22 projects were funded under this program area for a total of $1,502,748. The majority of these projects focused on the installation/renovations of play structures and other improvements at neighborhood recreation, childcare, and housing sites. All of the projects were implemented by the San Francisco Conservation Corps.

**Neighborhood and Community Stabilization**

**Public Services and Emergency Shelter Grants**

The Public Services and Emergency Shelter Grant Programs are the workhorse of the local CDBG/ESG program for provision of direct services. As illustrated below, the Public Services/Emergency Shelter Grant Arena is broad, ranging from employment and training to youth services to health to legal services and more. The table below indicates the number of programs that were funded in 2004-05 by categories of services. The 101 grants totaled $5,790,887 ($4,912,603 in CDBG and $878,284 in ESG).

**Planning/Capacity Building Grants**

During the program year, $618,111 was allocated for 34 planning projects.

Persons Assisted with CDBG and ESG

Below are estimates on the number of persons that were provided with direct services funded by CDBG and ESG dollars during the program year 2004-05. Numbers will change slightly in some categories as final numbers are reported. Per, Melange Matthews we will be submitting the CAPER report on September 30th, by the close of business. Because the formal legal requirement for the CAPER is an annual report, and because this year falls at a time where it wraps up the pervious consolidated plan they have ask us to put together a brief narrative outlining the achievements over the last five years so we're working on that and will be submitting that simultaneously, that is not required to be posted for public comments it's an independent request by HUD to have us just put something together. HUD was pleased with the plan for '05-'09 fiscal years. What they ask us to do was to make a link between some of the obstacles to achieving the dedicated outcomes for '00-'05 and how that lead us into the development for the consolidated plan. In some ways it's a go back look to revisit the last five years, so we will be submitting that simultaneously as well.

7. **Update on activities pending with the Board of Supervisors: Melange Matthews**

There are a couple of issues going before the Board: **1)** The final approval of re-allocation of dollars that this Board looked at last month. The Milton Meyers money we discussed. **2)** The Rincon Hill South of Market legislation will be before the Board around the third week in October. MOCD is the Lead Agency for the facilitation of the South of Market funds based on the Rincon Hill development. **3)** Supervisor Maxwell put forward legislation requiring all city departments that have an anticipated revenue stream of more than $5M dollars grant money go before the Board of Supervisor's as a policy statement 60 days prior to the application, unless of course you have a proposed RFP. While we're messaging our RFP schedule this would likely put MOCD and MOH before the board of Supervisors outlining a very high level profile of the RFP guidelines and policy protocol 60 days before the release of the RFP. So we could be before the Board in early October.

8. **Economic Development Presentation - Al Lemar**

**I. General Program Description:**

Primary Neighborhood Revitalization Strategy Areas (NRSAs) designated by HUD and targeted by MOCD for these activities include: Bayview, Mission, South of Market, Tenderloin, Chinatown, and Vis-Valley. Additional neighborhoods of focus include the Fillmore/Western Addition and Excelsior.

**II. Economic Development Program Area Service Clusters**

1. **Business Technical Assistance & Loan Packaging Services**
   10 Agencies / 12 Sites / 12 Neighborhoods
   - MEDA – Mission & Excelsior
   - Urban Solutions – South of Market & Western Addition
   - Renaissance – South of Market & Bayview
   - Southeast Asian Community Center – Tenderloin
   - Northeast Community Federal Credit Union – Tenderloin & Chinatown Branches (launching new branch in Vis Valley)
   - SF Small Business Development Center – Citywide (Downtown)
   - Women's Initiative For Self-Employment – Mission
   - LGBT Community Center – Castro
   - Encore (BHNC) Excelsior

   Asian, Inc. (Richmond & Sunset, S.E. neighborhoods)
2. **Home Daycare (Microenterprise Training & Licensing**
   3 Agencies / 3 Sites
   - Wu Yee – Chinatown (SOMA)
   - Children's Council – Mission / Noe Valley
3. **Non-Profit Business Enterprises (Food Concessions & Janitorial Services**
   3 Agencies / 3 Sites
   - Juma Ventures – Downtown, SBC Park & Candlestick Park
   - Community Vocational Enterprises – South of Market
   - Jewish Family & Community Services - Bayview
4. **Ancillary Business Services (CDFI Financial Services & Incubators**
   3 Agencies / 5 Sites
   - Northeast Community Federal Credit Union – Tenderloin & Chinatown (and a new Vis Valley Branch)
   - **Incubators (Small Business & Commercial Kitchen)**
     a. Renaissance Entrepreneurship Center – 5th St. Business Incubator (SOMA)
     b. La Cocina (Women's Foundation of California) – Commerical Kitchen Incubator (Mission)

**III. MOCD Direct Economic Development Program Services**

1. **Small Business & Section 108 Loan Programs** - In addition, MOCD provides financing through our revolving loan funds for those same small businesses and development projects that are expanding and creating jobs for **low-to-moderate** income San Franciscans. Through MOCD's coordinated efforts with other city departments, we continue to support small business through these job creation activities.
2. **SF Shines Façade Improvement Program** – Provide a combination of grants and loans in MOCD targeted neighborhoods for both design services and façade improvements for commercial storefronts.
3. **Business Technical Assistance Services** – MOCD provides technical assistance to both our partner NEDOs and small business clients to improve and expand services and capacity among our service provider network. MOCD staff conducts periodic trainings on Access to Capital at the SBA as well as making community presentations for merchant organizations, chambers and other business serving organizations.

9. **CCCD Meeting:** The Full CCCD meetings will start at 5:45pm.
10. **CCCD Meeting every other month/ non-meeting month to schedule committee meetings**
    CCCD will continue to have monthly meetings. In April or June the Board will revisit and

decide weather or not to have a July and/or August meeting.

11. **Vice-Chair Election:** Linda Squire-Grohe withdrew her name from the nomination. Alex Gonzales was voted in by acclamation, the vote was unanimously.

**Miscellaneous** – The Board received a letter of resignation from Heather Hiles dated September 14, 2005. The Mayor will be appointing 4 candidates to the Board, the Mayor's confirmations to follow.

**No Public Comments**
**New Business – None**
**Meeting adjourned at 7:40pm**

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## CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

10-20-05A08:05 RCVD

# FULL COMMITTEE MEETING

CF
78.5
#1
10/17/05

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

| |
|---|
| **Monday, October 17, 2005**<br>**25 Van Ness Avenue**<br>**Conference Room 330A (3rd Fl.)**<br>**5:45 p.m. – 7:45 p.m.** |

## AGENDA

1. **Call to Order**
2. **Approval 9/19 Minutes**
3. **Topics:**
    1. **Director's Report – Dwayne Jones**
    2. **RFP Timeline - F. Blackwell**
    3. **Review By-Laws – CCCD Board**
4. **Miscellaneous**
5. **New Business**
6. **Public Comments**
7. **Adjournment**

**NEXT MEETING DATE: November 21, 2005**

**The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call 252-3135 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD 252-3107. For information on MUNI routes, please call 673-6864.**

25 Van Ness Avenue, Suite 700 San Francisco, CA 94102 (415) 252-3100 Fax (415) 252-3110

# Mayor's Office Of Community Development
City & County Of San Francisco

**Gavin Newsom**
Mayor

**Dwayne Jones**
Director

## FULL COMMITTEE MINUTES

Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:

F
78.5
# 2
10/17/05

**Monday, October 17, 2005**
**25 Van Ness Avenue**
**Conference Room 300A (3rd Fl.)**
**6:00 p.m. – 8:00 p.m.**

Attendees:

***Citizen's Committee Attendees:***

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*Alexis Gonzales*
*Daniel Wong*
*Tom Ruiz*
*JerryLevine*
*Linda Cheu*
*John Lucero*
*Linda Squires-Grohe*
*Nancy Mayeda*
*Ralph Romberg*
*Rene Cazenave*
*Richard Kempis*
*Vincent Chao*

***MOCD Staff Attendees:***

*Fred Blackwell, Deputy Director*
*Melange Matthew, COO*
*Gene Coleman, Advisor to the Director*
*Vivian Hopkins, Executive Assistant*
*Al Lerma, Mrg., Economic Development*
*Amy Thrape Dir, Planning/Monitoring*
*Gloria Woo, Senior Community Development Planner*

1. Meeting called to order 6:00 PM.
2. Approval of September 19, 2005 minutes.
   Vote: In Favor 7
   Opposed 0
   Abstention 0
   Passed unanimously
3. **Director's Report – Dwayne Jones** The Director's report is a visual report that was created by the youth (14-17) of one of MOCD's Grantees BayCat. BayCat created this documentary of the whole experience and development work that we've been doing out at Alice Griffith. Dwayne's report reflect the core work that MOCD's has been doing around Alice Griffith to give the Board a first hand visual of what the process really entailed. Putting OP-Center on a barge, sailing it down the bay, all the work the residents and MOCD staff have done over the last few months culminating to the grand opening. What it does is actual take into consideration the actual experience from the prospective of the residents. A ton of us were interviewed on camera that really speaks to the diversity of the development and what actual happens when you allow people to really be engaged in the core work that we're trying to accomplish here. (**the Committee viewed the BayCat DVD**). Dwayne attended the U.S. Mayor's Conference specifically on two sub-committees one on Community Development and one on Workforce Development. The good news is we're being perceived as national standards in a variety contexts, one being our development strategy in how we engage NEDOS, we were able to begin to have them conceptualize what we're trying to work through under COO and what the objective is there, and also the city's strategy connected to the Homeless Connect efforts that began here with us with the Project Connect efforts. For those who are not aware tomorrow is the one-year anniversary of Homeless Connect, it's Dwayne's understanding that there are 25 other cities that will be doing Homeless Connect tomorrow as well. So, it's becoming somewhat of a national implementation plan that we've been able to put together and work out well. Our new CFO is on board her name is Tamar Dorfman a fantastic addition to our staff. It is our desire to be fully staff within the next 60 days. So, by the time we go into the RFP process we will have a full staff to navigate through the process. We also expect the Mayor to have appointed the New Committee Members by December's meeting.
4. **RFP Timeline Report – Fred Blackwell** I would like to briefly go over some process changes that we want to put before you. In pass conversations with the committee and staff members around some of the improvements in the process we want to see this year. There are three that I want to highlight: one is the notion is to include consistency and have identifiable priorities this time around, two is around the due process itself, and some of the things people mentioned to us around feeling rushed into the decision making process, and sometimes having confusion and the challenges associated with just the scheduling of committee meetings, and the last piece is accuracy in financial information as the committees is making decisions, the committee is clear as to how your decisions are placed in their context in regards to where we are in the budget process.
5. **Calendar (RFP Process) – Melange Matthews** On October 19th, the RFP process begins, we will be mailing out notices for the "Needs Hearings", we've cut it back from seven hearings last year to two hearings this year. We decided not to locate these two in

the neighborhoods, so the two hearings will be held at 6:00 in City Hall one on Monday, November 7th in room 408, and Thursday, November 10th in room 263. We're looking to move the RFP release from what was previously the middle of December to the first of December, and the TA workshops to be moved up as well. Proposals due January 19th, this will give us four weeks of CCCD Sub-Committee meetings.

6. **Bay-laws Review – Citizen Committee** Alexis Gonzales proposed an amendment to the by-laws a change in Article 5 sec.6 to replace the meeting start time from 5:30 to 5:45. Ralph Romberg proposed an amendment to Article 4 sec.5 to omit the word Secretary where it appears in Article 4. Alexis Gonzales proposed an amendment to Article 6 sec.1 that the standing sub-committees reflects the names currently in use **Public Services/ESG, Capital (Community Facilities/Public Space), Management Planning/Administration, Housing, and Economic Development**. Alexis Gonzales proposed an amendment to Article 6 sec.4 should be to read two instead of three. It was motioned and seconded to approve the changes.

   Vote: In Favor 7
   Opposed 0
   Abstention 0
   Passed unanimously

These changes will be review at the next meeting November 21, 2005. A notice of the changes will be posted on the MOCD web-site Tuesday, October 18, 2005

7. **Miscellaneous – None**
8. **New Business - None**
9. **Public Comments - None**
10. **Meeting Adjourned 7:20**

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CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

# FULL COMMITTEE MEETING

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

C78.5
1
12/1/05

**Monday, November 21, 2005**
**25 Van Ness Avenue**
**Conference Room 330A (3rd Fl.)**
**5:45 p.m. – 7:45 p.m.**

## AGENDA

1. Call to Order
2. Approval 10/17 Minutes
3. Topics:
    1. Director's Report – Dwayne Jones
    2. Strategy to Achieve 5 year Plan Goals - Dwayne Jones
    3. Introduction of New CFO – Melange Matthews
    4. RFP Timeline – Melange Matthews
    5. Discussion and Vote on By-Laws – CCCD Board
4. Miscellaneous
5. New Business
6. Public Comments
7. Adjournment

NEXT MEETING DATE: December 19, 2005

The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call 252-3135 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD 252-3107. For information on MUNI routes, please call 673-6864.

25 Van Ness Avenue, Suite 700 San Francisco, CA 94102 (415) 252-3100 Fax (415) 252-3110

# Mayor's Office Of Community Development
**City & County Of San Francisco**

**Gavin Newsom**
Mayor

**Dwayne Jones**
Director

## FULL COMMITTEE MINUTES

Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:

8.5
2
21/05

**Monday, November 21, 2005**
**25 Van Ness Avenue**
**Conference Room 300B (3rd Fl.)**
**5:45 p.m. – 7:45 p.m.**

Attendees:

***Citizen's Committee Attendees:***

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*Alexis Gonzales*
*Daniel Wong*
*Tom Ruiz*
*Linda Cheu*
*John Lucero*
*Linda Squires-Grohe*
*Ralph Romberg*
*Rene Cazenave*
*Richard Kempis*
*Tom Ruiz*
*Vincent Chao*

***MOCD Staff Attendees:***

*Dwayne Jones, Director*
*Melange Matthew, COO*
*Tamar Dorfman, CFO*
*Gene Coleman, Advisor to the Director*
*Vivian Hopkins, Executive Assistant*
*Amy Thrape Dir, Planning/Monitoring*

1. Meeting called to order 6:00 PM.
2. Approval October 17, 2005 minutes.
   Vote: In Favor 11
   Opposed 0
   Abstention 0
   Passed unanimously
3. **Director's Report – Dwayne Jones:** Dwayne introduced the new CFO Tamar Dorfman to the Committee. Dwayne had the Committee go around the table and introduce themselves to Tamar. Dwayne talked about the Community Forums MOCD has been hosting. The first was Saturday, November 19th, in the Excelsior and one of the purposes was to get underneath many of the things we hear at the Public Hearings. As you all what we hear at the Public Hearing is how successful their organization is, but very few speak about the actual needs of the neighborhood. So, this forum is an opportunity to get a little closer to the residents and make sure there is some consistency between what we hear at, City Hall Public Hearings, and what we actually hear in the community. It was a huge success in terms of hearing that other voice. It did however facilitate an interesting perspective through the forum we were able to give them an idea of what you all go through here. So in many cases people presented a laundry list of different approaches and reasons why things are the way that they are. Dwayne did respond back to in the context of: "you can understand the dilemma that our committee has in terms of trying to decipher who's right or wrong or which direction we need to go in". That's why we stress the importance of data so we get out of the conversation around, the issue is: "it's not the kids here causing the problems, it's the kids from the other neighborhoods causing the problems" so if you just fix the organizations in the other neighborhoods we wouldn't have these problems. Dwayne's responds was no that's a strategy, because if we were to do that you would then say that we are taking resources from one neighborhood and putting it into another. So understand this is how we actually have to go through the process to define how we make appropriate discussions moving forward. So, in that context it was really helpful, we're beginning the process of preparing people for what we believe is inevitable which is a reduction in resources this year in CDBG. Again, we're making sure people are informed well in advance of the potential reduction we have learned it eases the state of crisis/panic and confusion. We have four new members Jordan Klein, of United Way Public Service, Nadine Burke is a Physician with California Pacific Medical Public Services, James Hickman of St. Luke's Hospital Capital (ED), and Maria De Lourdes Villanueva of Abbott Laboratories ED (Public Service), Vivian will get the new members schedule and set a date for the orientation and send the Committee the date. MOCD will be launching the MOCD Hockey Team the first practice will be Sunday, December 4th, at the Yerba Buena Ice Skating Rink from 12:00 to 2:30. The Committee was invited to attend if available.
4. **Strategy to Achieve 5 year Plan Goals – Dwayne Jones:** Dwayne talked about the reduction in CDBG funds. We know we are going to have a 10% reduction in CDBG funds, we're trying to be proactive in determining which categories as a department we are going to stake out in terms of doing really well, and not concentrating on the things we don't do well. Given the fore mention statement we have looked at resource allocation and outcomes and have determined there are two areas that might be better

served one by the community, and the system as a whole, if we simply work order those dollars over to other departments. So as we look at our youth tutorial programs that we have not necessarily been able to achieve the type of outcomes we've want to achieve, nor do we have the resource we believe to continue to sustain them at the level that they need to be sustain. So we've been conversations with DCYF particularly with DCYF that have organizations we share in common, to minimize the potential decrease to organizations, and moving in that direction. So we are looking for your input on that strategy to look at organizations or reallocating resources over to DCYF, and having DCFY issue an RFP process, that will bring inline with their process next year.

5. **RFP Timeline – Melange Matthews:** Melange updated the Committee on the RFP timeline. MOCD/MOH will be posting the date (December 15th) for the RFP, this week. The Committee had six weeks last year to review proposals that has been truncated to five weeks this year. We're trying to put together more Staff prep work to both increase consistency how Committees review things, and provide the Committee with more accurate financial understanding, so every time you commit and make a recommendation and what that does to what's left, we know you were working in the dark quite a bit last year. This will essentially move the process up by two weeks. Giving there's less time, Ralph shared his concerns, based on Public Services last meeting 3/16, and the Sub-Committee getting it by 3/18, and expected to have an approval by 3/20 is not enough time. Dwayne ask the Committee if they could give suggestion on what MOCD can do to make it more functional for the Committee. The Committee recommended, since each Sub-Committee recommendation review process ends on different days, that after the last meeting the results be sent to the other Committees to review and make comments, this will allow any concerns to be submitted back to that Committee. Then when it's time for the final recommendation they are more prepared to make the appropriate recommendation. It was further, suggested if we accept this method of sending the information out after the last meeting of each Committee, that the concerns be directed to the Committee Chair instead of Staff. Melange accepted the Committee's recommendations.
6. **By-Laws Amendments – CCCD Committee:** The motion was made by Rene Cazenave to accept the amendments to the by-laws, Ralph Romberg second the motion. Melange informed the Committee that after the posting of the recommendations there was one other issue that had been discussed in pervious meetings, but didn't get incorporated into the changes, and that was "term limitation". It was decided to table discussions and put it on the agenda for November's meeting. Melange agreed to put verbiage together that would address "term limitation" and "excused/unexcused absence" for the Committees review.

   Vote: In Favor 7
   Opposed 0
   Abstention 0
   Passed unanimously

7. **Miscellaneous – None**
8. **New Business - None**
9. **Public Comments - None**
10. **Meeting Adjourned 7:15**

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## CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT

12-20-05A11:57 RCVD

# FULL COMMITTEE MEETING

**Members of the Citizens Committee on Community Development will be holding their monthly meeting at the location and on the date indicated below:**

F
78.5
1
2/19/05

**Monday, December 19, 2005**
**25 Van Ness Avenue**
**Conference Room 330B (3rd Fl.)**
**5:45 p.m. – 7:45 p.m.**

## AGENDA

1. **Call to Order**
2. **Approval 11/21 Minutes**
3. **Topics:**
    1. **Director's Report – Dwayne Jones**
    2. **Committee Assignments/RFP Timelines - Dwayne Jones**
    3. **By-Laws Review – Melange Matthews**
    4. **Neighborhood Profiles and Priorities – Fred Blackwell**
4. **Miscellaneous**
5. **New Business**
6. **Public Comments**
7. **Adjournment**

**NEXT MEETING DATE: January 23, 2005**
**The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call 252-3135 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD 252-3107. For information on MUNI routes, please call 673-6864.**

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